

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #974

DATE: April 23, 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

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

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

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

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

All Board Actions and 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, May 14, 2019

Closed Session at 5:30 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 #974
April 23, 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. SUPERINTENDENT EVALUATION

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

C. PUBLIC EMPLOYEE EMPLOYMENT : Food Service Subs, Campus Supervisor Subs, Extended Care Site Leader, Walk-On-Coach, Assistant Principal, OPHS

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 Robotics Grant by College of the Canyons to the Oak Park High School Robotics Team
2. Presentation of Partners in Education Award to Audrey Walzer
3. Remarks from Board Members
4. Remarks from Student Board Member
5. Remarks from Superintendent
6. Report from School Site Councils

7. Report from Oak Park Education Foundation
8. Update on the Student Nutrition Program by Carole Ly
9. Update on the Extended Care Program, Club Oak Park by Sara Ahl

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 March 19, 2019 and Special Board Meeting April 11, 2019

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. Public Employee/Employment Changes 01CL24135-01CL24160 & 01CE09430-01CE09485

Board approval required for public employee employment and changes

c. Approve Purchase Orders – March 1 - March 31, 2019

Board Policy 3300 requires Board approval of Purchase Orders

d. Approve Overnight Trip for Oak Park High School Debate Students to Attend the State Tournament - May 3-5, 2019, Long Beach, CA

Board Policy 6153 requires Board approval for student overnight trips

e. Approve Out of State Trip for Oak Park High School Rocket Team to Attend the TARC Nationals Finals - May 16-19, 2019, Washington, DC

Board Policy 6153 requires Board approval for student overnight trips

f. Approve Out of State Trip for Oak Park USD Students to Attend Odyssey of the Mind World Competition – May 22-25, 2019, Michigan

Board Policy 6153 requires Board approval for student overnight trips

g. Approve Student Teacher Agreement with Cal State University, Channel Island

Board policy 3312 requires Board approval for contracts for services

h. Approve Student Teacher Agreement with Pepperdine University

Board policy 3312 requires Board approval for contracts for services

i. Approve 2019-2020 Agreement for Legal Services with Fagen Friedman & Fulfro

Board Policy 3312 requires Board approval for contract of services

j. Approval and Certification of 2018-19 School Bell Schedules and Minimum Instructional Minutes

Board approval required for school bell schedules and instructional minutes

k. Approve Quarterly Report on Williams Uniform Complaints – April 2019

Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment, or facility conditions

l. Approve Notice of Completion, Measure S Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School

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

m. Approve Notice of Completion, Measure S Project 18-48S, EV Charging Station at Medea Creek Middle School

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

ACTION

2. CURRICULUM AND INSTRUCTION

a. Approve Implementation of Gender Identity Curriculum for Grades K-5 and the Related Instructional Material

Board approval required for new curriculum and instructional materials

b. Review Report on the Recommendations of the OPHS Task Force

Board will receive a report on recommendations from the Task Force related to graduation requirements and courses which can be taken for outside credit.

c. Approve Amendment to Board Policy 6146.1 – High School Graduation Requirements – First Reading

Board Policy updated to reflect NEW LAW (AB 2121) which, under certain conditions, exempts from any district-established graduation requirements migrant students and newly arrived immigrant students participating in a newcomer program who transfer schools in grade 11-12. Policy also reflects NEW LAW (AB 3022) which authorizes the granting of a diploma to persons who departed California in grade 12 against their will, and adds section on "Honorary Diplomas" including item reflecting NEW LAW (AB 2109) which authorizes the board to grant an honorary diploma to a terminally ill student. Policy also updated to reflect changes to graduation requirements at Oak Park High School and Oak View High School.

d. Approve Additional Textbook for Oak Park High School's Journalism II Honors Curriculum

Board approval required for new textbook in support of the school curriculum

e. Approve Additional Textbook for Oak Park High School's AP Psychology Curriculum

Board approval required for new textbook in support of the school curriculum

f. Approve Additional Textbook for Oak View High School's New Environmental Science Course

Board approval required for new textbook in support of the school curriculum

g. Review and Discuss the Math Placement Protocols, Pathways, and Information Provided to Parents and Students about Math Placement in 6th through 12th Grade at Oak Park USD

Board will review and discuss the Math Placement information requested at the March meeting.

3. BUSINESS SERVICES

a. Approve Acceptance of Donations

Board approval required to accept donations made to the District or District Schools

b. Approve Measure S 2019 Master Plan Update and Related Funding Options

Board will receive a report on the funding options and may take action on the projects to be funded by Measure S Bond in 2019 which are included in the Measure S Master Plan

c. Approve and Authorize Project 19-07F, Chromebook 1:1 Take Home Program Implementation for Grades 5-12

Board approval required for projects to be funded by Measure S Bond in 2019. This project will be partially funded from Measure S and partially from the General Fund

d. Approve and Ratify Measure S Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School

Board approval required for projects funded by Measure S Bond Fund

e. Authorize and Ratify Measure S Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School

Board approval required for projects funded by Measure S Bond Fund

- f. [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
- g. [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
- h. [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
- i. [Approve Architectural Services Agreement for Measure S Project 19-08S, DSA Certification of Oak Park Neighborhood School Buildings](#)
Board Policy 3312 requires Board approval for contracts for services

VII INFORMATION ITEMS

- 1. [Month 7 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 3-19-19 #972
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 5:02 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

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 NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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 6:04 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

Ellen Chevalier led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

Cathy Lory, OPHS Math teacher requested to address the Board on agenda item B.2.b. Approve District Instructional Calendar for 2020-2021.

PRESENTATIONS AND RECOGNITIONS

The Board recognized the Oak Park High Girls' Basketball Team and their coaches on their outstanding accomplishments this season at CIF and State playoffs.

REPORT FROM BOARD MEMBERS

Board Member Derek Ross reported that he attended the Visual Arts Committee and commended the staff on the great work being done by all. Derek also attended the Measure S Committee meeting and the Safety and Security Committee meeting.

Board Member Barbara Laifman reported that she attended the LCAP stakeholder meeting, the OPIS WASC welcome visit, Music Man the play, and the Community Engagement Committee Meeting.

Board Member Drew Hazelton congratulated the Girls Basketball team and expressed his pleasure that they were selected for this recognition.

Board Member Allen Rosen reported that he attended the MAC where they discussed the Volunteers in Policing which would cost approximately \$25,000.

Board Member Denise Helfstein reported that she attended the LCAP stakeholders meeting, Red Oak Elementary School's 25-year celebration, OPUSD's recycling drive, OPHS girls' basketball games, Technology Committee meeting, Measure S Committee meeting, OPHS WASC Committee visit, VCSBA dinner meeting, the Curriculum Council meeting, OPEF meeting, the OPHS production of Music Man, and the Wellness Council meeting.

Student Board Member Gavin Cornick reported that the school just held the third rally and spirit week. This Sunday is the ASB car wash, and also this week is elections week. Gavin reported a concern regarding the smell in the girls' bathroom at Oak Park High School and that the doors don't lock and the umbrellas near the lunch areas appear to be broken as they don't open. Gavin also attended the WASC student meeting.

Superintendent Tony Knight reported that he was unable to attend the OPHS and the OPIS WASC visit, but he had heard that they both went well and we should be receiving a good report. Dr. Knight attended the OHES science night and will attend another one at Brookside in April. Dr. Knight congratulated MCMS and OPHS on being recognized as Distinguished Schools and the District for receiving the Exemplary District Award and OPHS for Exemplary CTE programs.

REPORT FROM SCHOOL SITE COUNCILS

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

REPORT FROM OAK PARK EDUCATION FOUNDATION

Vicki Raven provided an update from the Oak Park Education Foundation Board meeting held on March 11th, and stated that their next meeting is on April 8th where they will be voting on a proposal to fund the Middle School Counselor and the K-3 aids. Vicki reported that the Summer School registration for Middle School went off without a hitch. The OPHS summer school was glitchy and OPEF was going to have to go back to the lottery which will open on Thursday, March 21st. OPEF organized a mixer event for out of district parents who live around the Simi Valley area and they are also planning a Golf tournament which will take place on September 9th.

REPORT FROM OAK PARK MUNICIPAL ADVISORY COUNCIL

Jane Nye, the MAC liaison to the Oak Park Unified School District reported that the VIP is off to a start. Supervisor Linda Parks committed to ensuring there is a focus on Volunteers in Policing in the schools. There was a large group of residents who were upset about the pickleball courts.

PRESENTATIONS

Board President, Denise Helfstein presented Allen Rosen with the VCSBA Meritorious Award for 8 years of service to the District as a Board member.

Mr. Stewart McGugan provided an update on the Safe Kids Task Force Data and discussed the Social Emotional Wellness of our students.

Student Board, Gavin Cornick left the meeting at 7:40 pm.

Board Member, Derek Ross left the meeting at 8:00 pm

Dr. Jay Greenlinger and Ellen Chevalier provided a report on Bright Bytes Data and 1:1 Chromebook implementation.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting February 19, 2019](#)
- b. [Public Employee/Employment Changes 01CL24118-01CL24133 & 01CE09391-01CE09429](#)
- c. [Approve Purchase Orders – February 1 - February 28, 2019](#)
- 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](#)
- 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](#)
- f. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) State Conference – April 25-28, 2019 – Sacramento, CA](#)
- g. [Approve Overnight Trip for Oak Park High School Athletic Teams to Attend Spring CIF Play-Offs](#)
- h. [Approve Renewal Agreement for Mandated Cost Program Advisory and Compliance Services](#)
- i. [Approve Notice of Completion, Measure S Project 19-01S, Multipurpose Room](#)

Structural Repairs at Red Oak Elementary School

B2. CURRICULUM AND INSTRUCTION

a. Approve 2018-19 School Plans for Student Achievement

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the 2018-19 School Plans for Student Achievement. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

b. Approve the District Instructional Calendar for 2020-2021

Public Speaker Cathy Lory, a math teacher from Oak Park High School requested the Board to consider the effect of the Calendar with uneven semesters and its impact on semester classes at the high school when considering the instructional calendar in the future. The board held a discussion and asked Staff to explore different options to see how best to align the calendar to fit the needs of the elementary schools and secondary schools.

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the District Instructional Calendar for 2020-2021. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, No – 0. Absent – Ross.

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

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy 6152.1 – Placement in Mathematics Courses as First and Final Reading contingent upon seeing at the April Board meeting all documents provided to parents/students from grades 6 to 12 that notify parents and students of the District's math placement protocols/pathways, including a link to where this information is contained on the District's website. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, No – 0. Absent – Ross.

d. Approve Updated Board Policy 6142.92 – Mathematics Instruction

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy 6142.92 – Mathematics Instruction as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, No – 0. Absent – Ross.

B3. BUSINESS SERVICES

a. Approve Acceptance of Donation

The Aerojet Rocketdyne Foundation has donated \$1000 to OPHS's Rocket Team.

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

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education adopted Resolution #19-08, Calling for Full and Fair Funding of California's Public Schools. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

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

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Adopted Resolution #19-09, Calling for Special Education Funding for California's Public Schools. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

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

Staff provided information on the plan to address the concerns related to funding issues. The Board held a discussion on the 2019 Measure S Bond Priority Projects Plan and also discussed other related funding issues.

- e. [Approve Award of Bid, Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School](#)
- f. [Approve Agreement for DSA Inspection Services, Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School](#)
- g. [Approve Agreement for DSA Test and Inspection Services, Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School](#)
On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education tabled items B.3.e, B.3.f, and B.3.g. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.
- h. [Adopt Resolution #19-10, Redeposit Payroll for Tax Deferral on Employee Contributions to California State Teachers' Retirement Systems \(CalSTRS\)](#)
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education adopted Resolution #19-10, Redeposit Payroll for Tax Deferral on Employee Contributions to California State Teachers' Retirement Systems (CalSTRS). Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.
- i. [Approve Change Order 1, Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites](#)
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Change Order 1, Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.
- j. [Approve Notice of Completion, Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites](#)
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Notice of Completion, Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.
- k. [Approve Certification of 2018-19 Second Interim Financial Report and Budget Revisions](#)
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Certification of 2018-19 Second Interim Financial Report and Budget Revisions. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.
- l. [Adopt Resolution #19-11, Participation in CSBA California School Cash Reserve Program](#)
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education adopted Resolution #19-11, Participation in CSBA California School Cash Reserve Program. Motion carried Aye – Hazelton, Helfstein, Rosen. No – 0. Absent – Ross. Board member Barbara Laifman recused herself on account of her being an employee of CSBA with a remote interest.

B4. HUMAN RESOURCES

- a. [Approve 2020-2021 Classified Employees Holiday Calendar](#)
On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the Classified Holiday Calendar for 2020-2021. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

B5. BOARD POLICIES

- a. [Approve Deletion of Board Policy 1020 – Youth Services – First Reading](#)
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the deletion of Board Policy 1020 – Youth Services as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

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

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy 1400 – Relations Between Other Governmental Agencies and the Schools as First Reading and Final reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Adoption of New Board Policy – 3513.4 – Drug and Alcohol Free Schools as Second and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

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

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy 5146 – Married/Pregnant Parenting Students as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

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

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 6178 – Career Technical Education as First Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

On motion of Drew Hazelton, seconded by Denise Helfstein, there being no further business before this Board, the Regular meeting is declared adjourned at 10:29 p.m.

Date _____ President of the Board

Date _____ Clerk or Secretary of the Board

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mrs. Denise Helfstein, called the special meeting to order at 5:06 p.m. at Oak Park Unified School District, Conference Room, 5801 Conifer Street, Oak Park.

FLAG SALUTE

Denise Helfstein led the Pledge of Allegiance to the Flag

BOARD PRESENT

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

BOARD ABSENT

Gavin Cornick, Student Board Member

STAFF PRESENT

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

PUBLIC COMMENTS

None

OPEN SESSION

a. [Discuss 2019 Measure S Bond Priority Project Plan and Related Funding Issues](#)

The Board reviewed the information presented by the staff and held a discussion pertaining to budget adjustments and reductions for technology and construction projects. The Board also discussed the three scenarios presented for updating the Measure S Master Plan. After lengthy discussion, the Board recommended that the staff bring back the proposals to their April 23 regular meeting and also develop scenarios 4 and 5 and provide additional funding information for the board's consideration.

There being no further business before this Board, the Special Board meeting is declared adjourned at 7:19 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 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
CL24135	Matthew Budin-Smithers	Campus Supervisor Substitute	3/13/2019	General	\$15.68	DO
CL24136	Thomas Ginther	Walk-On-Coach - Not to Exceed \$3,500	3/14/2019	Coaches, Athletics	TBD	OPHS
CL24137	Sahira Shahbaz	Food Service Sub	3/27/2019	Fund 130	\$15.68	DO
CL24138	Alexandra Fragoso	Extended Care Site Leader	4/11/2019	Fund 120	\$20.51	MCMS
CL24139	Norma Jimenez	Food Service Substitute	4/1/2019	Fund 130	\$15.68	DO
CL24140	Sadaf Farooqui	Food Service Substitute	4/1/2019	Fund 130	\$15.68	DO
CL24141	Sadaf Farooqui	Campus Supervisor Substitute	4/1/2019	General	\$15.68	DO

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24142	Lance Mocney	Track Assistant Coach	2/9/2019	ASB Donation	\$1,500.00	OPHS
CL24143	Greg Parrone	Track Assistant Coach	2/9/2019	Coaches, Athletics	\$2,500.00	OPHS
CL24144	Scott Shulze	Track Assistant Coach	2/9/2019	ASB Donation	\$1,000.00	OPHS
CL24145	Andrew Kastenber	Track Assistant Coach	2/9/2019	ASB Donation	\$2,000.00	OPHS
CL24146	David Garcia	Track Assistant Coach	2/9/2019	Coaches, Athletics	\$1,500.00	OPHS
CL24147	Josh Harrison	Track Assistant Coach	2/9/2019	Coaches, Athletics	\$2,000.00	OPHS
CL24148	Mark Jacobs	Track Assistant Coach	2/9/2019	Coaches, Athletics	\$1,500.00	OPHS
CL24149	Matt McLaughlin	Track Assistant Coach	2/9/2019	Coaches, Athletics	\$1,000.00	OPHS
CL24150	Teri McLaughlin	Track Assistant Coach	2/9/2019	Coaches, Athletics	\$1,000.00	OPHS
CL24151	Doris Park	Post Season Varsity Head Girls Basketball Coach	2/7/2019	Coaches, Athletics	\$500.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24152	Ashley Palmieri	From Extended Care Assistant Leader to Site Leader	4/15/2019	Fund 120	\$21.69	OHES
CL24153	Bryce Phillips	From Instructional Assist I Reading to Extended Care Assist Leader	4/15/2019	Fund 120	\$22.30	OHES

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24154	Martin Klauss	Assistant Superintendent - Business & Admin Services	8/10/2019	Retirement		DO
CL24155	Aubrey Sternal	Instructional Assistant II SpEd	4/6/2019	Resigned	\$22.06	OPHS
CL24156	John Lopez	Stunt Varsity Head Coach	3/28/2019	Terminated	\$3,000.00	OPHS
CL24157	Barbara Rudin	Instructional Assistant II - Extended Care Program	3/29/2019	Resigned	\$22.06	BES
CL24158	Mike Best	Softball Varsity Head Coach	3/29/2019	Resigned	\$3,500.00	OPHS
CL24159	Melanie Mecchella	Instructional Assistant III - Behavior	4/2/2019	39-Month Rehire List	\$23.65	OHES
CL24160	Morgan Jones Hurwitz	Instructional Assistant I - Literacy & Numeracy	4/26/2019	Resigned	\$17.14	BES

Prepared by:
 Leslie Heilbron Assistant Superintendent /Human Resources

Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 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	
01CE09430	Natalie Smith	Assistant Principal	7/1/2019	General	OPHS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09431	Sheri Boone	Class Size Overage	8/4/18-2/28/19	General	\$ 19.00	OPHS
01CE09432	Tim Chevalier	Class Size Overage	8/4/18-2/28/19	General	\$ 107.00	OPHS
01CE09433	Kim Galbreath	Class Size Overage	8/4/18-2/28/19	General	\$ 88.00	OPHS
01CE09434	DJ Cook	Class Size Overage	8/4/18-2/28/19	General	\$ 52.00	OPHS
01CE09435	Troy Labnow	Class Size Overage	8/4/18-2/28/19	General	\$ 75.00	OPHS
01CE09436	Chris Meyer	Class Size Overage	8/4/18-2/28/19	General	\$ 85.00	OPHS
01CE09437	Kathy Schultheis	Class Size Overage	8/4/18-2/28/19	General	\$ 55.00	OPHS
01CE09438	Sharon Stutz	Class Size Overage	8/4/18-2/28/19	General	\$ 105.00	OPHS
01CE09439	Michael Van Slooten	Class Size Overage	8/4/18-2/28/19	General	\$ 8.00	OPHS
01CE09440	Jared Weintraub	Class Size Overage	8/4/18-2/28/19	General	\$ 78.00	OPHS
01CE09441	Tris Wenker	Class Size Overage	8/4/18-2/28/19	General	\$ 549.00	OPHS
01CE09442	Jan Willis	Class Size Overage	8/4/18-2/28/19	General	\$ 187.00	OPHS
01CE09443	Patti Holland	Class Size Overage	3/1-3/31/19	General	\$ 105.00	ROES
01CE09444	Sheri Merfeld	Class Size Overage	3/1-3/31/19	General	\$ 105.00	ROES
01CE09445	Grace McKeegan	Class Size Overage	3/1-3/31/19	General	\$ 105.00	ROES
01CE09446	Jan Sloane	Class Size Overage	3/1-3/31/19	General	\$ 105.00	ROES
01CE09447	Julie Matthews	Class Size Overage	3/1-3/31/19	General	\$ 105.00	ROES
01CE09448	Kate Gregg	Class Size Overage	3/1-3/31/19	General	\$ 105.00	ROES
01CE09449	Marjorie Cohen	Class Size Overage	3/1-3/31/19	General	\$ 105.00	ROES
01CE09450	Allison Shapiro	Class Size Overage	2/01-2/28/19	General	\$ 90.00	OHES
01CE09451	Stephanie Love	Class Size Overage	2/01-2/28/19	General	\$ 85.00	OHES
01CE09452	Cindy Lokitz	Class Size Overage	2/01-2/28/19	General	\$ 90.00	OHES
01CE09453	Eva Novak	Class Size Overage	2/01-2/28/19	General	\$ 90.00	OHES
01CE09454	Kristin Chobanian	Class Size Overage	2/01-2/28/19	General	\$ 90.00	OHES
01CE09455	Angela Folendorf	Class Size Overage	2/01-2/28/19	General	\$ 75.00	OHES
01CE09456	Quincie Melville	Class Size Overage	2/01-2/28/19	General	\$ 105.00	OHES
01CE09457	Patti Holland	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09458	Sheri Merfeld	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES
01CE09459	Grace McKeegan	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES
01CE09460	Jan Sloane	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES
01CE09461	Julie Matthews	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES
01CE09462	Kate Gregg	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES
01CE09463	Elisa Duffy	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES
01CE09464	Marjorie Cohen	Class Size Overage	2/01-2/28/19	General	\$ 90.00	ROES
01CE09465	Tawnya Watson	Class Size Overage	2/01-2/28/19	General	\$ 90.00	BES
01CE09466	Denise Keane	Class Size Overage	2/01-2/28/19	General	\$ 90.00	BES
01CE09467	Tawnya Watson	Class Size Overage	3/1-3/31/19	General	\$ 105.00	BES
01CE09468	Denise Keane	Class Size Overage	3/1-3/31/19	General	\$ 105.00	BES
01CE09469	Allison Shariro	Class Size Overage	3/1-3/31/19	General	\$ 105.00	OHES
01CE09470	Cindy Lokitz	Class Size Overage	3/1-3/31/19	General	\$ 105.00	OHES
01CE09471	Eva Novak	Class Size Overage	3/1-3/31/19	General	\$ 105.00	OHES
01CE09472	Kristin Chobanian	Class Size Overage	3/1-3/31/19	General	\$ 105.00	OHES
01CE09473	Quincie Melville	Class Size Overage	3/1-3/31/19	General	\$ 140.00	OHES
01CE09474	Rob Hall	Game Mgmt Post BBB	2/8/2019	ASB	\$ 100.00	OPHS
01CE09475	Russ Peters	Game Mgmt Post GBB	2/7-3/2/2019	ASB	\$ 500.00	OPHS
01CE09476	David Kinberg	V Head Coach BB	2/9-4/26/2019	ASB	\$ 3,500.00	OPHS
01CE09477	Jackson Hall	V Ass't Coach BB	2/9-4/26/2019	ASB	\$ 2,000.00	OPHS
01CE09478	Tim Chevalier	Class Size Overage	3/1-3/31/19	General	\$ 8.00	OPHS
01CE09479	Kim Galbreath	Class Size Overage	3/1-3/31/20	General	\$ 10.00	OPHS
01CE09480	Chris Meyer	Class Size Overage	3/1-3/31/21	General	\$ 10.00	OPHS
01CE09481	Sharon Stutz	Class Size Overage	3/1-3/31/22	General	\$ 10.00	OPHS
01CE09482	Tris Wenker	Class Size Overage	3/1-3/31/23	General	\$ 125.00	OPHS
01CE09483	Jan Willis	Class Size Overage	3/1-3/31/24	General	\$ 11.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE09484	Leslie Miller	1st year LOA	5/24/2019	General	OPHS	

SEPARATION

Number	Name	Position	Effective Date	Separation	Site	
01CE09485	Yukako Kawakatsu	Resignation	5/24/2019	General	OPHS	

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: APRIL 23, 2019
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – MARCH 1 THROUGH 31, 2019

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period March 1 through 31, 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,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 03/01/2019 - 03/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100	Approved Textbooks and Core Cu				
P19-00607	HEINEMANN	005	2018/19 UOS Phonics Grade 2 OHES	010-4100	1,618.05
P19-00608	HEINEMANN	005	2018/19 UOS Phonics Grade 2 BES	010-4100	1,618.05
Total:010-4100 Approved Textbooks and Core Cu					3,236.10
010-4330	Other Materials and Supplies N				
B19-00126	Home Depot	004	2018-2019 Maintenance Supplies and Tools	010-4330	8,000.00
B19-00128	Do-It Center	004	2018-2019 Supplies for Maintenance & Op	010-4330	3,766.11
B19-00131	Coast Door & Hardware	004	Open PO for 2018/19 Door Materials/Supplies	010-4330	1,000.00
B19-00136	Grainger Industrial Supply	004	2018-2019 M&O Supplies	010-4330	5,500.00
B19-00144	Cedar Valley Plumbing Supple	004	2018 - 2019 Plumbing Supplies & Tools	010-4330	5,790.00
B19-00162	Shell Oil Co	004	2018 - 2019 Gas for District Vehicles	010-4330	19,000.00
B19-00170	SiteOne Landscape Supply, LLC	004	2018/19 PO for Landscaping Supplies	010-4330	3,000.00
B19-00247	Carlson's Building Materials	004	2018-2019 Masonry Materials & Supplies	010-4330	3,000.00
B19-00261	Pacific Coast Environmental	009	donation	010-4330	1,000.00
B19-00262	Apperson Print Management	012	Open PO for Scantrons	010-4330	600.00
B19-00264	Precision Data Products	018	Scantrons, etc/mat & supp - Summer School	010-4330	600.00
P19-00605	Southwest School Supply	009	Readers/Writers Supplies	010-4330	178.66
P19-00606	VCOE	012	LOTT: Cum/Health Folders	010-4330	289.58
P19-00613	Houghton Mifflin Harcourt	000	2019/20 SpEd Protocols Order - MCMS	010-4330	210.59
P19-00614	Pro-Ed	000	2019/20 - SpEd Protocols Order - MCMS	010-4330	73.87
P19-00615	Pro-Ed	000	2019/20 - SpEd Protocols Order - Speech Group	010-4330	1,178.36
P19-00616	Houghton Mifflin Harcourt	000	2019/20 - SpEd Protocols Order - OPHS	010-4330	613.45
P19-00617	Pro-Ed	000	2019/20 - SpEd Protocols Order / OPHS	010-4330	73.87
P19-00631	Western Psychological Services	000	2019/20 SpEd Protocols - Psychs	010-4330	1,008.35
P19-00632	Houghton Mifflin Harcourt	000	2019/20 SpEd Protocols - Psychs	010-4330	871.96
P19-00633	PEARSON ASSESSMENTS ORDER PROC ESSING	000	2019/20 SpEd Protocols - Psychs	010-4330	2,354.38
P19-00634	Multi-Health Systems Inc	000	2019/20 SpEd Protocols - Psychs	010-4330	656.60
P19-00635	Aseba	000	2019/20 SpEd Protocols - Psychs	010-4330	211.05
P19-00636	Pro-Ed	000	2019/20 SpEd Protocols - Psychs	010-4330	1,340.17
P19-00637	Uline	012	PFA: Cafe Medea Tables	010-4330	3,348.16
P19-00639	Paper Direct	013	Certificates/Admin/other	010-4330	81.97
TB19-00014	Document Systems	006	Supplies for the small HR Color Printer Ricoh C431	010-4330	734.66

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 03/01/2019 - 03/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:010-4330 Other Materials and Supplies N					64,481.79
010-4410	Equipment New Non-Capitalized				
P19-00601	Website Solutions Inc dba Best Outdoor Ping Pong Tbl	012	PFA: Ping Pong Tables	010-4410	10,038.56
P19-00623	Van Buren Equipment, Inc. Paci fic Equipment	004	New Tiller Replacement Blades	010-4410	597.58
Total:010-4410 Equipment New Non-Capitalized					10,636.14
010-5600	Rents, Leases, and Repairs				
B19-00075	Hollywood Fire Protection, LLC	004	2018-2019 Annual Fire Exting. Svs District-Wide	010-5600	2,000.00
B19-00128	Do-It Center	004	2018-2019 Supplies for Maintenance & Op	010-5600	233.89
P19-00624	Merit Metal Products, Inc.	004	Furnish brackets for beams @MCMS & ROES	010-5600	5,000.00
P19-00625	Intrepid Glass & Mirror, Inc	004	Replace glass due to break in at BES	010-5600	1,630.00
P19-00627	Conejo Rental Center	015	Tent for OVHS Graduation, 5/24/19	010-5600	468.15
P19-00628	Conejo Rental Center	024	Tent for 8th Grade Culmination, May 14,2019	010-5600	328.19
Total:010-5600 Rents, Leases, and Repairs					9,660.23
010-5820	Other Operating Expense				
B19-00221	Cameron Curtis	013	Band Coach/Oth. Oper. Exp.	010-5820	4,500.00
P19-00491	Darrel J Priebe	000	SpEd Contractor - Psych assessments 2018/19	010-5820	25,000.00
P19-00598	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	009	4th field trip to Mission - Bus	010-5820	1,870.00
P19-00599	BILL FERRELL CO	013	Theatre Paath/Safety Railing	010-5820	135.14
P19-00600	Airport Connection, Inc Roadru nner Shuttle & Limo	009	Donation - Gate Field Trip	010-5820	2,096.25
P19-00603	IndieFlix Group Inc	000	MCMS-PFA will reimburse for this expense	010-5820	925.00
P19-00604	Moorpark College	011	Zoo trip--3rd grade	010-5820	440.00
P19-00611	Karen Kennedy dba Camino Real	011	4th gr. event--Gold Rush--4th grade	010-5820	800.00
P19-00612	Project Lead the Way (PLTW)	013	ROP/Architecture/Participation Fee	010-5820	3,000.00
P19-00618	School Services of California	003	May Revision - M Klauss, L Nilles, B Jones	010-5820	600.00
P19-00619	Southwinds Transportation	012	OPIMA: Buses Choir Festival	010-5820	3,189.30
P19-00620	Southwinds Transportation	012	OPIMA: Buses- Band Music Festival	010-5820	3,238.05
P19-00621	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	009	Bus to Civic Arts Plaza Kindergarten	010-5820	950.00
P19-00626	Alpenspruce Education Solutions Inc	005	Prorated Alludo Platform till June 30, 2019	010-5820	4,970.00
P19-00629	Rancho Simi Recreation & Park District	011	Lunch at park--3rd grade	010-5820	79.00
P19-00638	Maxim Healthcare Services Inc	012	DON; Catalina Nurse	010-5820	1,838.75

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

ESCAPE ONLINE

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Includes Purchase Orders dated 03/01/2019 - 03/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:010-5820 Other Operating Expense					53,631.49
120-4330	Other Materials and Supplies N				
B19-00158	Sunrise Produce Company	028	Food/Produce supplies for Extended Care-Brookside	120-4330	4,000.00
B19-00160	Sunrise Produce Company	028	Food/Produce supplies for Extended Care-Red Oak	120-4330	4,500.00
B19-00228	COSTCO WHOLESALE	028	Supplies for EC Sites-BES, ROES, OHES, MCMS	120-4330	9,000.00
P19-00630	West Pac Design, Inc.	028	T-Shirts for Extended Care Program Staff	120-4330	782.93
Total:120-4330 Other Materials and Supplies N					18,282.93
120-5820	Other Operating Expense				
B19-00210	Ed. Learning Opportunities DBA Developing Outdoors	028	Payroll Charges for EC Assistant Leaders & Mentors	120-5820	770,000.00
Total:120-5820 Other Operating Expense					770,000.00
211-4330	Other Materials and Supplies N				
P19-00487	Office Depot Customer Service Center	004	Measure S Office Depot Blanket PO 2018-2019	211-4330	500.00
Total:211-4330 Other Materials and Supplies N					500.00
211-6179	Site Construction/Change Order				
P19-00553	Hughes General Engineering	004	Proj 19-02S Area Drain Improvements OHES	211-6179	12,400.00
P19-00602	Omega Construction Company	004	Proj 19-01S MPR Structural Repairs at ROES	211-6179	34,408.00
Total:211-6179 Site Construction/Change Order					46,808.00
211-6250	Architect/Engineering Services				
P19-00588	Balfour Beatty Construction	004	Const. Mgmt. Serv. for the period 1/1-1/31/2019	211-6250	14,600.00
P19-00596	Adaptive Modular Solutions	004	Proj 18-19S Prelim Design Dev A&E Drawings at OHES	211-6250	54,717.00
P19-00597	NV5 West, Inc.	004	Proj 18-19S Geo Soils Test for new classrooms OHES	211-6250	15,200.00
P19-00610	Balfour Beatty Construction	004	Const. Mgmt. Serv. for the period 2/1 - 2/28/2019	211-6250	15,440.00
Total:211-6250 Architect/Engineering Services					99,957.00
211-6251	DSA/CDE Fees				
P19-00609	DSA-LA Regional Office ATTN C ARLOS ARAUJO	004	Proj 17-35S DSA Final Invoice	211-6251	996.78
Total:211-6251 DSA/CDE Fees					996.78
211-6272	Construction Management Fees				
P19-00588	Balfour Beatty Construction	004	Const. Mgmt. Serv. for the period 1/1-1/31/2019	211-6272	48,535.00

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

ESCAPE ONLINE

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Includes Purchase Orders dated 03/01/2019 - 03/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P19-00610	Balfour Beatty Construction	004	Const. Mgmt. Serv. for the period 2/1 - 2/28/2019	211-6272	39,970.00
Total:211-6272 Construction Management Fees					88,505.00
211-6400	Equipment \$5000+				
P19-00569	ORCA Digesters Inc	004	Proj 18-45S ORCA Monthly Service Fee Year 1 of 5	211-6400	4,200.00
T19-00028	Apple Computer, Inc. Ms198-3ED	007	Proj 19-04S Spare Computer Equipment and Refresh	211-6400	53,852.31
T19-00029	Compuwave Inc.	007	Proj 18-43S Virtual Reality Workstation Pilot	211-6400	5,147.57
Total:211-6400 Equipment \$5000+					63,199.88
211-6500	Equipment Replacement \$5000+				
T19-00027	CDW GOVERNMENT INC	007	Proj. 19-03S LCD Projectors for SMARTboards	211-6500	22,447.60
Total:211-6500 Equipment Replacement \$5000+					22,447.60
Total Number of POs				69	
				Total	1,252,342.94

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	52	141,645.75
120	Child Development Fund	5	788,282.93
211	Measure S Facilities & Tech	12	322,414.26
		Total	1,252,342.94

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

ESCAPE ONLINE

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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: April 23, 2019
SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL DEBATE CLUB – May 3 – 5, 2019

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Debate Club to Long Beach, CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this State Championship Tournament scheduled for May 3rd – May 5th, 2019 in Long Beach, CA. Approximately 3 students, 1 female team coach/chaperone, 1 male chaperone and 2 parent volunteer judges will travel by private vehicles. They will depart on Friday, May 3rd at 9:00 a.m. and return Sunday, May 5th at approximately 2 p.m. Students and chaperones will stay at the Marriott in Long Beach, 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 approximately \$573 per participant to cover the cost of registration, transportation and hotel. Students are responsible for meal expenses. Funding source is the ASB Debate Fund and is included in the 2018-19 ASB Budget.

ALTERNATIVES: 1. Approve overnight trip for Oak Park High School Debate Club, Long Beach, 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: APRIL 23, 2019
SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL ROCKET TEAM TO ATTEND TARC NATIONAL FINALS – May 16-19, 2019

CONSENT

ISSUE: Shall the Board of Education approve the Oak Park High School Rocket Team to attend the National Finals of the Team America Rocket Challenge (TARC) in Washington, D.C.?

STATEMENT: The Oak Park High School Rocket Team is divided into four TARC teams. One of the teams has qualified to participate in the finals of the national competition by scoring in the top 102 out of 830 teams in the U.S. The team comprising of 8 students Dr. Knight and Enoch Kwok will fly to Washington, D.C. on Thursday, May 16 and participate in an event on Capitol Hill where rockets will be displayed at a Congressional Reception on Friday, May 17. On Saturday, May 18 the team will fly their rocket in the National TARC Finals located in The Plains, VA. The team will return home on Sunday, May 19. TARC is organized by the Aerospace Industry Association (AIA) and is sponsored by NASA, the U.S. Dept. of Defense, and all of the major U.S. aerospace corporations, including Boeing, Lockheed-Martin, Raytheon, Aurora, and others. The team will travel by air and rented SUV and will be staying at the Holiday Inn – Battlefield in Manassas.

FISCAL IMPACT: The cost is approximately \$950.00 per student (which includes transportation and lodging) and is funded by donations from the participating students and is included in the Rocket Team budget in the General Fund. The team has received a \$6000 grant from the Boeing Company and \$1000 from Aerojet Rocketdyne.

ALTERNATIVES: 1. Approve the May 16-19, 2019 out of state trip for Oak Park High School Rocket Team to Washington, DC
2. Do not approve the out of state trip for the Oak Park Rocket Team

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 2019

SUBJECT: B.1.f. APPROVE OUT OF STATE TRIP FOR OAK PARK USD STUDENTS TO THE ODYSSEY OF THE MIND WORLD COMPETITON - MAY 22-25, 2019

CONSENT

ISSUE: Shall the Board of Education approve Oak Park Unified School District Odyssey of the Mind students to attend the World Competition at Michigan State University, Michigan?

BACKGROUND: Dr. Jay Greenlinger, Director of Curriculum and Instruction, requests approval for students from Red Oak Elementary School, Oak Hills Elementary School, Medea Creek Middle School, and Oak Park High School Odyssey of the Mind Teams who have qualified to compete at the Odyssey of the Mind World Competition to be held at Michigan State University(MSU) in Michigan. The teams comprised of 18 students and 4 district approved parent volunteer coaches will be competing from May 22nd - May 25th. Students and parent volunteers will be staying on campus at MSU, Michigan. Accept this as certification that Dr. Greenlinger has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met and that all students will be accompanied by their parents or District approved volunteer chaperones as there will be no certificated employee attending this fieldtrip as a chaperone.

FISCAL IMPACT: The cost is approximately \$1500.00 per student (which includes registration, transportation, and lodging) and is being funded by the parents of the students who will be attending.

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

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT Ed.D., SUPERINTENDENT

DATE: APRIL 23, 2019

SUBJECT: B.1.g. APPROVE STUDENT TEACHING AGREEMENT WITH CAL STATE UNIVERSITY, CHANNEL ISLAND

CONSENT

ISSUE: Shall the Board of Education approve the Student Teaching Agreement with Cal State University, Channel Island(CSUCI) from July 1, 2019, thru June 30, 2022?

BACKGROUND: Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Student Teaching Agreement with CSUCI from July 1, 2019 thru June 30, 2022 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with CSUCI.

RECOMMENDATION: Alternative No. 1

Prepared by: Leslie Heilbron Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS Student Teaching Agreement-Credential Programs

This Agreement entered into between the Trustees of the California State UNIVERSITY on behalf of California State UNIVERSITY Channel Islands, hereafter referred to as "UNIVERSITY," and the **Oak Park Unified School District CA.** thereafter referred to as "AGENCY".

WHEREAS, AGENCY and UNIVERSITY desire to enter into an agreement for AGENCY to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the UNIVERSITY; and

NOW, THEREFORE, it is mutually agreed between the UNIVERSITY and AGENCY as follows:

1. The Term of this Agreement is July 1, 2019 through June 30, 2022, with the option for either party to review and terminate the Agreement at the end of each year by providing written notice of termination to the other party on or before June 30 of each year.
2. AGENCY shall provide to the UNIVERSITY students, teaching experience through practice teaching in schools and classes of AGENCY. Such practice teaching shall be provided in such schools or classes of AGENCY and under the direct supervision and instruction of such employees of AGENCY, as AGENCY and the UNIVERSITY, through their duly authorized representative, may agree upon.
3. AGENCY may refuse to accept for practice teaching any student of the UNIVERSITY assigned to practice teaching in AGENCY, and upon request of AGENCY, the UNIVERSITY shall terminate the assignment of any student of the UNIVERSITY to practice teaching in the AGENCY.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of AGENCY, in the schools or classrooms in which the practice teaching is provided.

4. The UNIVERSITY Department of Education will work with AGENCY to ensure the student follows and completes the California state's requirement for fingerprinting/background checks prior to student teaching. The UNIVERSITY will also obtain from student and keep on file a clear TB test for each semester.
5. An assignment of a student of the UNIVERSITY to practice teaching in classes of AGENCY shall be, at the discretion of the UNIVERSITY for a minimum of 16 weeks of student teaching, each semester, for two semesters of the school year (i.e., fall and spring). UNIVERSITY students enrolled in (EDMS 586, EDSS 586, and SPED 586) classes during the fall semester will spend a minimum of three days per week at an assigned school at AGENCY. UNIVERSITY students enrolled in (EDMS 592, EDSS 592, and SPED 592) classes during the spring semester will spend a minimum of three days per week at an assigned school at AGENCY. Candidates must complete a minimum of 300 hours in each semester's placement.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS Student Teaching Agreement-Credential Programs

- 5.1 Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided to the student by AGENCY.
6. At no time shall a student be considered or become an employee of AGENCY. The practice teaching is for the benefit of the student, and students do not displace regular employees. The UNIVERSITY shall inform the students that they are not entitled to wages or employee benefits for the time spent at AGENCY in practice teaching. Further, Students are not employees of the UNIVERSITY.
7. **Indemnification:**
The parties hereto shall indemnify and hold each other harmless from any and all claims, losses, damages or injuries to person or property, and all costs, expenses and attorney's fees incurred in connection therewith, caused by the negligence or intentional acts of the indemnifying party, its agents or employees, arising out of performance of this Agreement.
8. **Insurance:**
It is understood and agreed that the UNIVERSITY will maintain insurance (self-group) programs to fund its liabilities under or arising from the Agreement.
The UNIVERSITY agrees to procure and provide the SPLIP (Student Professional Liability Insurance Program) as a "claims made" policy with at least One Million Dollars (\$1,000,000) minimum limit for each occurrence and at least Three Million Dollars (\$3,000,000) aggregate for all covered parties, and not per student. Coverage is provided for claims which are both: (1) first made against the Insured during the policy period: and (2) reported to the Carrier as soon as practical, but not later than three (3) years after the policy period. AGENCY will be considered an additional insured on the student's general liability policy. The UNIVERSITY agrees that AGENCY shall be an additional named insured under the SPLIP.
9. **Compliance with Laws: Harassment Policy:**
The UNIVERSITY acknowledges and agrees that student will comply with all applicable laws and regulations. The UNIVERSITY acknowledges receipt of AGENCY's policy against harassment, including but not limited to sexual harassment, and agrees that student and UNIVERSITY will abide by said policy at all times.
- 9.1 Before assigning student to AGENCY, the UNIVERSITY will instruct such student on applicable UNIVERSITY and federal laws relating to unlawful discrimination (including harassment).
- 9.2 The UNIVERSITY will also instruct student on state and federal laws related to the Family Educational Rights and Privacy Act (FERPA).

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

10. CSU POLICIES, RULES AND REGULATIONS – TITLE IX

As established under California State UNIVERSITY Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. UNIVERSITY provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities.

AGENCY agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY students, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and retaliation of all students, employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

CSU Executive Order 1096 “Systemwide *Policy* Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide *Procedure* for Addressing Such Complaints by Employees and Third Parties”

<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>

CSU Executive Order 1097 “Systemwide *Policy* Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide *Procedure* for Addressing Such Complaints by Students”

<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by AGENCY will result in the immediate termination of this agreement and immediate departure of the STUDENT from the AGENCY premises, regardless of the status of the UNIVERSITY’s investigation.

11. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.
12. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

UNIVERSITY:
Brian Sevier
Dean, School of Education
(805) 437-2073
brian.sevier@csuci.edu

AGENCY: Oak Park
Anthony W. Knight
Superintendent
(818) 735-3206
tnight@opusd.org

IN WITNESS WHEREOF, this Agreement has been fully executed by the parties as of the date last written below.

For CSU Channel Islands

For Agency



Rhonda Florick Date
Procurement & Contract Services 04/05/2019

Signature Date

Print Name

Print Title

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT Ed.D., SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.1.h. APPROVE STUDENT TEACHING AGREEMENT WITH PEPPERDINE UNIVERSITY

CONSENT

ISSUE: Shall the Board of Education approve the Student Teaching Agreement with Pepperdine University from August 1, 2019, thru July 31, 2024?

BACKGROUND: Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Student Teaching Agreement with Pepperdine University August 1, 2019, thru July 31, 2024 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Pepperdine University.

RECOMMENDATION: Alternative No. 1

Prepared by: Leslie Heilbron Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

DIRECTED TEACHING AGREEMENT

This Agreement is made between Pepperdine University ("Pepperdine") on behalf of Pepperdine Teacher Preparation Programs and the hereinafter mentioned school district ("District"). It is the parties' intent that this agreement is a cooperative agreement for the benefit of the public and that entering into this agreement does not trigger any compliance or reporting obligation on the part of Pepperdine. This agreement does not in any way enlarge the University's obligations under federal or state law regulation.

RECITALS

- A. Pepperdine has established an approved program (the "Program") of directed teaching for training education students of the University;
- B. Directed teaching experiences are a required and integral part of the Program;
- C. Pepperdine desires the cooperation of **Oak Park Unified School District** in the training of students through the directed teaching experiences, which will provide a benefit to the public; and
- D. Pursuant to the provisions of Section 44320 of the California Education Code, the governing board of a District is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution, to provide teaching experience through directed teaching to students enrolled in teacher education curricula of such institution; and
- E. Any such agreement may provide for the payment in money or services for the services rendered by the District in an amount not to exceed the actual cost to the District of the services rendered by the District.

Now, therefore, it is mutually agreed between the parties hereto as follows:

SPECIAL PROVISIONS

DATE: **3/22/2019**

PARTIES: Pepperdine University and **Oak Park Unified School District**

TERM: From August 1, 2019 to July 31, 2024.

CONTRACT SERVICES: Not to exceed three Clinical Experiences per year, per mentor.

RATE AND AMOUNT: \$150 Master Teaching Stipend per student, per session of Clinical Observation of student by Master Teacher. \$150 Master Teaching Stipend per student teacher, per session of directed mentoring for Clinical Experience.

METHOD OF PAYMENT: Check one.

_____ Stipend is to be paid directly to the District.

XXXX Stipend is to be paid directly to the Master Teacher.

GENERAL TERMS

1. Directed Teaching

- A. The District shall provide teaching experience through directed teaching in schools and classes of the District, not to exceed the number of directed teaching assignments. Such directed teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and Pepperdine through their duly authorized representatives may agree upon.
- B. The District may, for good cause, refuse to accept for directed teaching any student of Pepperdine assigned to directed teaching in the District. In such event, Pepperdine shall terminate the assignment of such student to the directed teaching program in the District.
- C. The term “directed teaching” as used herein and elsewhere in this Agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District who hold valid clear teaching credentials issued by the California Commission on Teacher Credentialing authorizing them to serve as classroom teachers in the schools or classes in which the direct teaching is provided, and who have completed a minimum of three years successful teaching experience.
- D. Pepperdine student teachers without emergency or substitute credentials may not be asked by the school districts to serve and be paid for substitute teaching. Such students are not regarded as properly certified and require full-time supervision. Those holding substitute or emergency credentials may substitute only for their master teacher when s/he is out ill; when it is determined by the principal that such substitution is in the best interest of the student teacher and the students in the classroom; only after the first four weeks of that student’s first student teaching assignment; the student teacher is paid by the District; and the number of days is kept to a minimum.
- E. Pepperdine will pay for the performance by the District of all services required to be performed by the District under this Agreement at the aforesaid rates for each session of part-time directed teaching or full-time directed teaching provided by the District pursuant to this Agreement.
- F. The term “session of directed teaching” as used herein and elsewhere in this Agreement is considered to be a full day of directed teaching for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidates receives four (4) semester units of practice teaching credit) and six (6) periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidates receive four (4) semester units of practice teaching credit). The credential candidate must complete two (2) sessions for a minimum total of sixteen (16) weeks.

- G. An assignment of a Pepperdine student to directed teaching in classes of schools of the District shall be for one (1), two (2), or three (3) sessions as mutually agreed between Pepperdine and the District.
- H. An assignment of a Pepperdine student to directed teaching in the District shall be deemed to be effective for the purposes of this Agreement as of the date the student presents to the proper authorities of the District the assignment papers or other documents provided by Pepperdine affecting such assignment, but no earlier than the date of such assignment as shown on such card or other documents.
- I. In the event the assignment of a Pepperdine student to directed teaching is terminated by Pepperdine for any reason after the student has been in directed teaching and has been at the assignment for a minimum of two weeks, the District shall receive payment for the assignment on account of such student as though there had been no termination of the assignment. Said payment not to exceed \$150 per student per session of terminated assignment.
- J. If applicable, within a reasonable time following the close of each session of Pepperdine, the District shall submit an invoice in triplicate, to Pepperdine for payment, at \$150 per student, per term, for all directed teaching provided by the District under and in accordance with this Agreement during said session. This process may be altered in writing according to individual district procedures as to how the invoicing will proceed.
- K. Notwithstanding any other provision of this Agreement, Pepperdine shall not be obligated by this Agreement to pay the District any amount in excess of the total sum.
- L. In accordance with California Education Code Section 44320(b), each credential candidate, prior to assignment to District, must obtain at his or her sole expense a "Certificate of Clearance", which includes a complete Live Scan Service. The University will ensure that students receive a Certificate prior to beginning their assignment in the district.
- M. In accordance with California Education Code Section 49406, each credential candidate prior to assignment to District must obtain at his or her sole expense an examination, by a licensed physician or surgeon within the past 60 days to determine that he or she is free of active tuberculosis, or provide a current certificate that shows s/he is free of communicable tuberculosis prior to beginning their assignment in the District.

1. Minimum Insurance Requirements

- A. District. The District shall maintain insurance in full force and effect, at its sole expense, the following minimum insurance coverage or comparable program of self-insurance:
 - i. Commercial General Liability (Minimum Requirement):
\$1,000,000 Combined Single Limit
 - ii. Coverage:
Premises/Operations

Liability Medical Payments
Liability
Personal Injury Liability

- iii. The District shall maintain in full force and effect, at its sole expense, Workers' Compensation and Employers Liability Insurance in a form and amount covering District's full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time. Coverage:
 - 1. Statutory limits per State of California
 - 2. Employers Liability
 - \$1,000,000 Each Accident
 - \$1,000,000 Each Employee

District shall provide University with 30 days written notice before cancellation, or any reduction or material change in coverage.

- B. University shall maintain insurance in full force and effect, at its sole expense:
 - i. Commercial General Liability (Minimum Requirement):
 - \$2,000,000 General Aggregate
 - \$1,000,000 Combined Single Limits
 - ii. Coverage:
 - Premises/Operations Liability Medical
 - Payments Liability Contractual Liability
 - Personal Injury Liability
 - Independent Contractors
 - iii. The University will maintain in full force and effect, at its sole expense Workers' Compensation and Employers Liability Insurance in a form and amount covering University's full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time. Coverage:
 - 1. Statutory limits per State of California
 - 2. Employers Liability
 - \$1,000,000 Each Accident
 - \$1,000,000 Each Employee

A certificate of general liability insurance with the District named as an additional insured shall be provided by Pepperdine University' Insurance and Risk Department to the District 30 days in advance of the commencement of this agreement.

The District will require 30 days written notice before cancellation, or any reduction or material change in coverage.

3. Indemnity

District shall defend, indemnify and hold Pepperdine, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, agents, or employees.

Pepperdine shall defend, indemnify and hold the District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Pepperdine, its officers, agents or employees.

4. Miscellaneous

- A. Termination. Either party may terminate this Agreement with or without cause by providing written notice to the other party. Termination will be effective at the end of the school year during which the notice is issued. The notice required under this paragraph shall be sent by registered mail.
- B. Any notice required to be given pursuant to this Agreement shall be in writing and shall be served by personal service or first class mail. When served by first class mail, service shall be conclusively deemed effective three (3) days after deposit thereof in the United States mail, postage prepaid, addressed to the party to whom such notice is to be given as herein provided:

Notice to Pepperdine: Pepperdine University
Graduate School of Education and Psychology
6100 Center Drive, 5th Floor
Los Angeles, CA 90045
ATTN: Teacher Preparation Program Director

Notice to District: Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377
Superintendent

- C. District and Pepperdine agree that neither will unlawfully discriminate against any individual on the basis of age, sex, race, creed, color, religious belief, national origin, and disability, status as a disabled veteran, or veteran of the Vietnam era.

- D. Neither party shall use the other's name or any corporate or business name which is reasonably likely to suggest that the two are related without first obtaining the written consent of the other party.
- E. The Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and may be modified only by a writing signed by both parties.
- F. The parties hereto shall not have either the power or the right to assign this Agreement or any part thereof to any person or party for any reason, and any attempt to do so shall be void and of no legal effect.
- G. This Agreement shall be governed by and construed under the laws of the State of California, which shall be the forum for any lawsuit arising from or incident to this Agreement.
- H. Should either party reasonably retain an attorney to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs including fees and costs of corporate staff and counsel.
- I. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.
- J. Each party is an independent agent and shall not act as, or be an agent or employee of, the other party.

In witness thereof, the parties hereto have caused this Agreement to be signed by its duly authorized representative.

Oak Park USD
Anthony W. Knight
Superintendent

Print Name	Signature	Date
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Dr. Reyna Garcia-Ramos,
Program Director

Reyna J. Garcia Ramos

Print Name	Signature	Date
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3/ 28/2019

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
**SUBJECT: B.1.i. APPROVE 2019-20 AGREEMENT FOR LEGAL SERVICES
WITH FAGEN FRIEDMAN & FULFROST**

CONSENT

ISSUE: Shall the Board of Education approve contract for legal services with Fagen Friedman & Fulfroft for the 2019-20 school year?

BACKGROUND: Oak Park Unified School District has been using Fagen Friedman & Fulfroft as the District's legal representative in all matters for eight years. The District's administrative staff has been satisfied with the firm's services. Therefore, it is the recommendation of staff that the Board approve the renewal of the agreement with Fagen Friedman & Fulfroft for legal services for the 2019-20 school year. A copy of the renewal agreement follows for the Board's information and review.

FISCAL IMPACT: The annual cost for services is included in the approved 2019-20 General Fund budget.

ALTERNATIVES:

1. Approve the renewal of the agreement with Fagen Friedman & Fulfroft for legal services for the 2019-20 school year.
2. Do not approve the renewal of the agreement.

RECOMMENDATION: Approve Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Oak Park Unified School District (“Client”) and the law firm of Fagen Friedman & Fulfroft LLP (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2019 through June 30, 2020:

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

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

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

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

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

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

The rates on this schedule are subject to change on 30 days’ written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client’s matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client’s matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is

reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

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

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

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

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

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

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

10. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

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

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

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

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

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

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

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

Oak Park Unified School District

Fagen Friedman & Fulfroost LLP

Chris Keeler

Type or Print Name

Name

Managing Partner

Type or Print Title

Title



District Authorized Signature

Signature

DATE: _____

DATE: March 11, 2019



Fagen Friedman & Fulfroft LLP

PROFESSIONAL RATE SCHEDULE

Oak Park Unified School District
July 1, 2019 through June 30, 2020

1. HOURLY PROFESSIONAL RATES

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

Associate	\$210 - \$240 per hour
Partner	\$255 - \$290 per hour
Of-Counsel	\$290 per hour
Paralegal/Law Clerk	\$130 - \$190 per hour
Paralegal/Law Clerk (<i>Bar Admitted Outside CA</i>)	\$210 per hour
Education Consultant	\$220 per hour
Communication Services Consultant	\$240 per hour

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

2. ON-SITE LEGAL SERVICES

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

3. COSTS AND EXPENSES

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.1.j. APPROVAL AND CERTIFICATION OF 2018-19 SCHOOL BELL SCHEDULES AND MINIMUM INSTRUCTIONAL MINUTES

CONSENT

ISSUE: Shall the Board of Education approve the 2018-19 school bell schedules and certify compliance with the minimum number of instructional minutes as required by Education Code (EC) Section 46201?

BACKGROUND: Education Code (EC) Section 46201 requires the governing board of every school district to certify that each school and each grade level has met the minimum number of instructional minutes as described in EC 46201 and meets the intent of the longer school day provisions of SB 813. As described in EC 46201.5, school bell schedules must provide for the minimum number of instructional minutes as follows:

Kindergarten = 36,000 minutes/year Grades 1–3 = 50,400 minutes/year
Grades 4–8 = 54,000 minutes/year Grades 9–12 = 64,800 minutes/year

The District's audit firm, as a part of the District's financial audit, reviews compliance with the instructional time requirement annually. There are severe financial penalties for programs with less than the required minimum number of instructional minutes. The 2018-19 bell schedules and instructional minutes for each school site are included for the Board's review.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the 2018-19 school bell schedules and certify compliance with the minimum number of instructional minutes as required by EC 46201.
2. Do not approve the 2018-19 school bell schedules.

RECOMMENDATION: Alternative No. 1

Prepared by: Linda Castellano, Classified Administrative Assistant, Human Resources
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Brookside Elementary School

2018 - 2019 Instructional Minutes/Bell Schedule

August - May "Discovery" K Schedule				# of Days	170
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

Conference Days "Discovery" K Schedule				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:45 AM	1:30	90	
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20	
Instruction	10:05 AM	12:15 PM	2:10	130	
Total Hours/Minutes =			3:40	220	

(35) Wednesday Early + 11 Asses Days Grade K				# of Days	46
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

08.07.18 - 08.10.18 Grade K				# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

Conference Days Grade K				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

08.13.18 - 05.23.19 Grade K				# of Days	117
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	11:15 AM	1:15	75	
Lunch	11:15 AM	12:00 PM	0:45	45	
Instruction	12:00 PM	1:15 PM	1:15	75	
Total Hours/Minutes =			3:55	235	

Schedule Grades 4 - 5				# of Days	132
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:20 AM	10:35 AM	2:15	135	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:30 PM	1:35	95	
Lunch	12:30 PM	1:15 PM	0:45	45	
Instruction	1:15 PM	2:56 PM	1:41	101	
Total Hours/Minutes =			5:31	331	

Special Minimum Days Grade K (12/21, 2/14 & 5/24)				# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

Wednesday Early Release Grade 4 - 5				# of Days	35
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:20 AM	10:35 AM	2:15	135	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:40 PM	1:45	105	
Total Hours/Minutes =			4:00	240	

Schedule Grades 1 - 3				# of Days	132
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:20 AM	10:10 AM	1:50	110	
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20	
Instruction	10:30 AM	12:00 PM	1:30	90	
Lunch	12:00 PM	12:45 PM	0:45	45	
Instruction	12:45 PM	2:30 PM	1:45	105	
Total Hours/Minutes =			5:05	305	

Conference Days Grades 4 - 5				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:20 AM	10:35 AM	2:15	135	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:15 PM	1:20	80	
Total Hours/Minutes =			3:35	215	

Wednesday Early Release Grade 1 - 3				# of Days	35
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:20 AM	10:10 AM	1:50	110	
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20	
Instruction	10:30 AM	12:40 PM	2:10	130	
Total Hours/Minutes =			4:00	240	

Special Minimum Days Grades 4 - 5 (12/21, 2/14 & 5/24)				# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:20 AM	10:35 AM	2:15	135	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:30 PM	1:35	95	
Total Hours/Minutes =			3:50	230	

Conference Days Grades 1 - 3				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:20 AM	10:10 AM	1:50	110	
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20	
Instruction	10:30 AM	12:15 PM	1:45	105	
Total Hours/Minutes =			3:35	215	

Total Minutes Per Year					
Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	
August - May "Discovery" K Schedule	220	170	37,400	39,600	Ed Code
Conference Days "Discovery" K Schedule	220	10	2,200		
08.07.18 - 08.10.18 Grade K	220	4	880		
08.13.18 - 05.23.19 Grade K	235	117	27,495	40,475	36,000
(35) Wednesday Early + 11 Asses Days Grade K	220	46	10,120		
Conference Days Grade K	220	10	2,200		
Special Minimum Days Grade K (12/21, 2/14 & 5/24)	220	3	660		

Semester 1 – 89 total days
 Not Instructional Minutes in OPUSD 2018-19 DRP days of Instruction

Semester 2 – 91 total days

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
Schedule Grades 1 - 3	305	132	40,260	51,455	50,400
Wednesday Early Release Grade 1 - 3	240	35	8,400		
Conference Days Grades 1 - 3	215	10	2,150		
Special Minimum Days Grades 1 - 3 (12/21, 2/14 & 5/24)	215	3	645	54,932	54,000
Schedule Grades 4 - 5	331	132	43,692		
Wednesday Early Release Grade 4 - 5	240	35	8,400		
Conference Days Grades 4 - 5	215	10	2,150		
Special Minimum Days Grades 4 - 5 (12/21, 2/14 & 5/24)	230	3	690		

Oak Hills Elementary School

2018 - 2019 Instructional Minutes/Bell Schedule

August - May "Discovery" K Schedule				# of Days	178
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:45 AM	1:30	90	
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20	
Instruction	10:05 AM	12:15 PM	2:10	130	
Total Hours/Minutes =			3:40	220	

(32) Friday Early + 13 Asses Days Grade K				# of Days	45
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:45 AM	1:30	90	
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20	
Instruction	10:05 AM	12:15 PM	2:10	130	
Total Hours/Minutes =			3:40	220	

Conference Days Grade K (10/23-10/30 & 3/5-3/8)				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:45 AM	1:30	90	
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20	
Instruction	10:05 AM	12:15 PM	2:10	130	
Total Hours/Minutes =			3:40	220	

Schedule Grades 4 - 5				# of Days	134
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:35 AM	2:10	130	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:45 PM	1:50	110	
Lunch	12:45 PM	1:30 PM	0:45	45	
Instruction	1:30 PM	3:01 PM	1:31	91	
Total Hours/Minutes =			5:31	331	

Friday Early Release Grade 4 - 5				# of Days	34
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:35 AM	2:10	130	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:45 PM	1:50	110	
Total Hours/Minutes =			4:00	240	

Conference Days Grades 4 - 5 (10/27-11/3 & 3/5-3/8)				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:35 AM	2:10	130	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:15 PM	1:20	80	
Total Hours/Minutes =			3:30	210	

Special Minimum Days Grades 4 & 5 (11/07, 5/24)				# of Days	2
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:35 AM	2:10	130	
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20	
Instruction	10:55 AM	12:00 PM	1:05	65	
Total Hours/Minutes =			3:15	195	

Total Minutes Per Year

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
August - May "Discovery" K Schedule	220	178	39,160	39,570	36,000
Special Minimum Days Grade K & DK (11/07, 5/24)	205	2	410		
08.7.18 - 08.10.18 Grade K	220	4	880	41,355	36,000
08.13.18 - 05.23.19 Grade K	235	119	27,965		
(32) Friday Early + 13 Asses Days Grade K	220	45	9,900		
Conference Days Grade K (10/23-10/30 & 3/5-3/8)	220	10	2,200		
Special Minimum Days Grade K & DK (11/07, 5/24)	205	2	410		

Semester 1 – 89 total days

Not Instructional Minutes

Semester 2 – 91 total days

180 Days of Instruction

08.7.18 - 08.10.18 Grade K				# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:45 AM	1:30	90	
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20	
Instruction	10:05 AM	12:15 PM	2:10	130	
Total Hours/Minutes =			3:40	220	

08.13.18 - 05.23.19 Grade K				# of Days	119
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:45 AM	1:30	90	
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20	
Instruction	10:05 AM	11:30 AM	1:25	85	
Lunch	11:30 AM	12:15 PM	0:45	45	
Instruction	12:15 PM	1:15 PM	1:00	60	
Total Hours/Minutes =			3:55	235	

Special Minimum Days Grade K & DK (11/07, 5/24)				# of Days	2
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:45 AM	1:30	90	
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20	
Instruction	10:05 AM	12:00 PM	1:55	115	
Total Hours/Minutes =			3:25	205	

Schedule Grades 1 - 3				# of Days	134
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:10 AM	1:45	105	
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20	
Instruction	10:30 AM	12:00 PM	1:30	90	
Lunch	12:00 PM	12:45 PM	0:45	45	
Instruction	12:45 PM	2:35 PM	1:50	110	
Total Hours/Minutes =			5:05	305	

Friday Early Release Grade 1 - 3				# of Days	34
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:10 AM	1:45	105	
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20	
Instruction	10:30 AM	12:45 PM	2:15	135	
Total Hours/Minutes =			4:00	240	

Conference Days Grades 1 - 3 (10/23-10/30 & 3/5-3/8)				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:10 AM	1:45	105	
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20	
Instruction	10:30 AM	12:15 PM	1:45	105	
Total Hours/Minutes =			3:30	210	

Special Minimum Days Grades 1 - 3 (11/07, 5/24)				# of Days	2
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:25 AM	10:10 AM	1:45	105	
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20	
Instruction	10:30 AM	12:00 PM	1:30	90	
Total Hours/Minutes =			3:15	195	

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
Schedule Grades 1 - 3	305	134	40,870	51,520	50,400
Friday Early Release Grade 1 - 3	240	34	8,160		
Conference Days Grades 1 - 3 (10/23-10/30 & 3/5-3/8)	210	10	2,100		
Special Minimum Days Grades 1 - 3 (11/07, 5/24)	195	2	390	55,004	54,000
Schedule Grades 4 - 5	331	134	44,354		
Friday Early Release Grade 4 - 5	240	34	8,160		
Conference Days Grades 4 - 5 (10/27-11/3 & 3/5-3/8)	210	10	2,100		
Special Minimum Days Grades 4 & 5 (11/07, 5/24)	195	2	390		

Red Oak Elementary School

2018 - 2019 Instructional Minutes/Bell Schedule

August - May "Discovery" K Schedule				# of Days	180
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:20 AM	2:05	125	
Nutrition/Recess	10:20 AM	10:40 AM	0:20	20	
Instruction	10:40 AM	12:15 PM	1:35	95	
Total Hours/Minutes =			3:40	220	

(34) Wednesday Early + 12 Asses Days Grade K				# of Days	46
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

Conference Days Grade K				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

Schedule Grades 4 - 5				# of Days	133
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:30 AM	2:15	135	
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20	
Instruction	10:50 AM	12:30 PM	1:40	100	
Lunch	12:30 PM	1:15 PM	0:45	45	
Instruction	1:15 PM	2:51 PM	1:36	96	
Total Hours/Minutes =			5:31	331	

Wednesday Early Release Grade 4 - 5				# of Days	34
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:30 AM	2:15	135	
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20	
Instruction	10:50 AM	12:35 PM	1:45	105	
Total Hours/Minutes =			4:00	240	

Conference Days Grades 4 - 5				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:30 AM	2:15	135	
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20	
Instruction	10:50 AM	12:15 PM	1:25	85	
Total Hours/Minutes =			3:40	220	

Special Minimum Days Grades 4 & 5				# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:30 AM	2:15	135	
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20	
Instruction	10:50 AM	12:15 PM	1:25	85	
Total Hours/Minutes =			3:40	220	

Total Minutes Per Year

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
August - May "Discovery" K Schedule	220	180	39,600	40,710	36,000
08.07.18 - 08.10.18 Grade K	220	3	660		
08.13.18 - 05.23.19 Grade K	235	118	27,730		
(34) Wednesday Early + 12 Asses Days Grade K	220	46	10,120		
Conference Days Grade K	220	10	2,200		
Special Minimum Days Grade K (12/21, 4/12, 5/24)	220	3	660		

Semester 1 – 89 total days

Not Instructional Minutes

Special Minimum Day's - Dec 21, April 12, May 24 (3)

Conference Day's - Oct 23, Oct 24, Oct 25, Oct 26, Oct 29, Oct 30, March 5, March 6, March 7, March 8 (10)

Grade K Assessments day's - Oct 1, Oct 2, Oct 4, Oct 5, Feb 4, Feb 5, Feb 7, Feb 8, April 29, April 30, May 2, May 3 (12)

Semester 2 – 91 total days

180 Days of Instruction

08.07.18 - 08.10.18 Grade K				# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	12:15 PM	2:15	135	
Total Hours/Minutes =			3:40	220	

08.13.18 - 05.23.19 Grade K				# of Days	116
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:40 AM	1:25	85	
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20	
Instruction	10:00 AM	11:25 AM	1:25	85	
Lunch	11:25 AM	12:10 PM	0:45	45	
Instruction	12:10 PM	1:15 PM	1:05	65	
Total Hours/Minutes =			3:55	235	

Special Minimum Days Grade K (12/21, 4/12, 5/24)				# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	9:50 AM	1:35	95	
Nutrition/Recess	9:50 AM	10:10 AM	0:20	20	
Instruction	10:10 AM	12:15 PM	2:05	125	
Total Hours/Minutes =			3:40	220	

Schedule Grades 1 - 3				# of Days	133
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:00 AM	1:45	105	
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20	
Instruction	10:20 AM	12:00 PM	1:40	100	
Lunch	12:00 PM	12:45 PM	0:45	45	
Instruction	12:45 PM	2:25 PM	1:40	100	
Total Hours/Minutes =			5:05	305	

Wednesday Early Release Grade 1 - 3				# of Days	34
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:00 AM	1:45	105	
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20	
Instruction	10:20 AM	12:35 PM	2:15	135	
Total Hours/Minutes =			4:00	240	

Conference Days Grades 1 - 3				# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:00 AM	1:45	105	
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20	
Instruction	10:20 AM	12:15 PM	1:55	115	
Total Hours/Minutes =			3:40	220	

Special Minimum Days Grades 1 - 3				# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes	
Instruction	8:15 AM	10:00 AM	1:45	105	
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20	
Instruction	10:20 AM	12:15 PM	1:55	115	
Total Hours/Minutes =			3:40	220	

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
Schedule Grades 1 - 3	305	133	40,565	51,585	50,400
Wednesday Early Release Grade 1 - 3	240	34	8,160		
Conference Days Grades 1 - 3	220	10	2,200		
Special Minimum Days Grades 1 - 3	220	3	660		
Schedule Grades 4 - 5	331	133	44,023	55,043	54,000
Wednesday Early Release Grade 4 - 5	240	34	8,160		
Conference Days Grades 4 - 5	220	10	2,200		
Special Minimum Days Grades 4 & 5	220	3	660		

Medea Creek Middle School

2018 - 2019 Instructional Minutes/Bell Schedule

Semester 1 – 90 total days with all periods - a total of 2 Minimum Day 11/7/2018 & 12/21/2018

Semester 2 – 90 total days - a total of 3 minimum days 5/22 - 5/24/2019

Regular Schedule Grade 6			# of Days	175
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	9:15 AM	0:52	52
P	9:15 AM	9:20 AM	0:05	5
2	9:20 AM	10:10 AM	0:50	50
Nutrition	10:10 AM	10:20 AM	0:10	10
P	10:20 AM	10:25 AM	0:05	5
3	10:25 AM	11:15 AM	0:50	50
Lunch	11:15 AM	11:55 AM	0:40	40
P	11:55 AM	12:00 PM	0:05	5
4	12:00 PM	12:50 PM	0:50	50
P	12:50 PM	12:55 PM	0:05	5
5	12:55 PM	1:45 PM	0:50	50
P	1:45 PM	1:50 PM	0:05	5
6	1:50 PM	2:40 PM	0:50	50
Total Hours/Minutes =			5:27	327

Regular Schedule Grade 7 & 8			# of Days	175
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	9:15 AM	0:52	52
P	9:15 AM	9:20 AM	0:05	5
2	9:20 AM	10:10 AM	0:50	50
Nutrition	10:10 AM	10:20 AM	0:10	10
P	10:20 AM	10:25 AM	0:05	5
3	10:25 AM	11:15 AM	0:50	50
P	11:15 AM	11:20 AM	0:05	5
4	11:20 AM	12:10 PM	0:50	50
Lunch	12:10 PM	12:50 PM	0:40	40
P	12:50 PM	12:55 PM	0:05	5
5	12:55 PM	1:45 PM	0:50	50
P	1:45 PM	1:50 PM	0:05	5
6	1:50 PM	2:40 PM	0:50	50
Total Hours/Minutes =			5:27	327

Minimum Day Schedule All Grades			# of Days	5
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	9:00 AM	0:37	37
P	9:00 AM	9:05 AM	0:05	5
2	9:05 AM	9:40 AM	0:35	35
P	9:40 AM	9:45 AM	0:05	5
3	9:45 AM	10:20 AM	0:35	35
Nutrition	10:20 AM	10:35 AM	0:15	15
P	10:35 AM	10:40 AM	0:05	5
4	10:40 AM	11:15 AM	0:35	35
P	11:15 AM	11:20 AM	0:05	5
5	11:20 AM	11:55 AM	0:35	35
P	11:55 AM	12:00 PM	0:05	5
6	12:00 PM	12:35 PM	0:35	35
Total Hours/Minutes =			3:57	237

Early Dismissal Day Schedule All Grades			# of Days	0
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	8:50 AM	0:27	27
P	8:50 AM	8:55 AM	0:05	5
2	8:55 AM	9:20 AM	0:25	25
P	9:20 AM	9:25 AM	0:05	5
3	9:25 AM	9:50 AM	0:25	25
Nutrition	9:50 AM	10:00 AM	0:10	10
P	10:00 AM	10:05 AM	0:05	5
4	10:05 AM	10:30 AM	0:25	25
P	10:30 AM	10:35 AM	0:05	5
5	10:35 AM	11:00 AM	0:25	25
P	11:00 AM	11:05 AM	0:05	5
6	11:05 AM	11:30 AM	0:25	25
Total Hours/Minutes =			2:57	177

Not Instructional Minutes

Total Minutes Per Year in Periods 1-6*

Schedule	Minutes/day	No. of Days	Total Minutes	OPUSD	Ed Code*	1986 Ed Code*
Regular Schedule Grade 6	327	175	57,225	58,410	54,000	54,000
Minimum Day Schedule All Grades	237	5	1,185			
Early Dismissal Day Schedule All Grades	177	0	0			
Regular Schedule Grade 7 & 8	327	175	57,225	58,410	54,000	56,865
Minimum Day Schedule All Grades	237	5	1,185			
Early Dismissal Day Schedule All Grades	177	0	0			
Total		180				

Oak Park High School

2018 - 2019 Instructional Minutes/Bell Schedule

Regular Schedule (Tuesday - Friday)			# of Days	129
Period	Beg Time	End Time	Hours/Min	Minutes
0	7:20 AM	8:20 AM	1:00	60
P	8:20 AM	8:30 AM	0:10	10
1/2	8:30 AM	10:05 AM	1:35	95
Nutrition	10:05 AM	10:15 AM	0:10	10
P	10:15 AM	10:25 AM	0:10	10
3/4	10:25 AM	12:05 PM	1:40	100
L	12:05 PM	12:40 PM	0:35	35
P	12:40 PM	12:50 PM	0:10	10
5/6	12:50 PM	2:25 PM	1:35	95
7 Support	2:25 PM	3:10 PM	0:45	45
Total Hours/Minutes =			6:20	380

All Periods Schedule 0-6 (None)			# of Days	1
Period	Beg Time	End Time	Hours/Min	Minutes
0	7:20 AM	8:20 AM	1:00	60
P	8:20 AM	8:30 AM	0:10	10
1	8:30 AM	9:12 AM	0:42	42
P	9:12 AM	9:22 AM	0:10	10
2	9:22 AM	10:04 AM	0:42	42
Nutrition	10:04 AM	10:14 AM	0:10	10
P	10:14 AM	10:24 AM	0:10	10
3	10:24 AM	11:14 AM	0:50	50
P	11:14 AM	11:24 AM	0:10	10
4	11:24 AM	12:06 PM	0:42	42
Lunch	12:06 PM	12:41 PM	0:35	35
P	12:41 PM	12:51 PM	0:10	10
5	12:51 PM	1:33 PM	0:42	42
P	1:33 PM	1:43 PM	0:10	10
6	1:43 PM	2:25 PM	0:42	42
7 Support	2:25 PM	3:10 PM	0:45	45
Total Hours/Minutes =			6:20	380

Activity Schedule I 20 Minutes			# of Days	1
Period	Beg Time	End Time	Hours/Min	Minutes
0	7:20 AM	8:20 AM	1:00	60
P	8:20 AM	8:30 AM	0:10	10
Block 1 (1/2)	8:30 AM	10:00 AM	1:30	90
Nutrition	10:00 AM	10:10 AM	0:10	10
P	10:10 AM	10:20 AM	0:10	10
Activity (Block 2)	10:20 AM	10:40 AM	0:20	20
Block 2 (3/4)	10:40 AM	12:10 PM	1:30	90
L	12:10 PM	12:45 PM	0:35	35
P	12:45 PM	12:55 PM	0:10	10
Block 3 (5/6)	12:55 PM	2:25 PM	1:30	90
7 Support	2:25 PM	3:10 PM	0:45	45
Total Hours/Minutes =			6:20	380

Fine Arts Assembly Schedule			# of Days	1
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:30 AM	9:47 AM	1:17	77
Nutrition	9:47 AM	9:57 AM	0:10	10
P	9:57 AM	10:07 AM	0:10	10
Period 3 Attend	10:07 AM	10:12 AM	0:05	5
Assembly 1	10:12 AM	11:02 AM	0:50	50
P	11:02 AM	11:07 AM	0:05	5
3	11:07 AM	12:23 PM	1:16	76
Lunch	12:23 PM	12:58 PM	0:35	35
P	12:58 PM	1:08 PM	0:10	10
5	1:08 PM	2:25 PM	1:17	77
7 Support	2:25 PM	3:10 PM	0:45	45
Total Hours/Minutes =			5:10	310

Fine Arts Assembly Schedule			# of Days	1
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:30 AM	9:47 AM	1:17	77
Nutrition	9:47 AM	9:57 AM	0:10	10
P	9:57 AM	10:07 AM	0:10	10
Period 3 Attend	10:07 AM	11:28 AM	1:21	81
P	11:28 AM	11:33 AM	0:05	5
Assembly 2	11:33 AM	12:23 PM	0:50	50
Lunch	12:23 PM	12:58 PM	0:35	35
P	12:58 PM	1:08 PM	0:10	10
5	1:08 PM	2:25 PM	1:17	77
7 Support	2:25 PM	3:10 PM	0:45	45
Total Hours/Minutes =			5:10	310

Semester 1 – 90 total days
 Semester 2 – 90 total days
Not Instructional Minutes
180 Days of Instruction

1982 - 83 Base Yr Ed Code*
56,865

Minimum Day Finals Schedule			# of Days	6
Period	Beg Time	End Time	Hours/Min	Minutes
0	7:30 AM	8:20 AM	0:50	50
P	8:20 AM	8:30 AM	0:10	10
Block 1	8:30 AM	10:10 AM	1:40	100
Nutrition	10:10 AM	10:20 AM	0:10	10
P	10:20 AM	10:30 AM	0:10	10
Block 2	10:30 AM	12:10 PM	1:40	100
Total Hours/Minutes =			4:30	270

Staff Meeting Schedule			# of Days	25
Period	Beg Time	End Time	Hours/Min	Minutes
Meeting	7:30 AM	8:20 AM	0:50	50
P	8:20 AM	8:30 AM	0:10	10
1/2	8:30 AM	10:05 AM	1:35	95
Nutrition	10:05 AM	10:15 AM	0:10	10
P	10:15 AM	10:25 AM	0:10	10
3/4	10:25 AM	12:05 PM	1:40	100
Lunch	12:05 PM	12:40 PM	0:35	35
P	12:40 PM	12:50 PM	0:10	10
5/6	12:50 PM	2:25 PM	1:35	95
7 Support	2:25 PM	3:10 PM	0:45	45
No 0 Period on staff meeting days Total Hours/Min =			5:10	310

Minimum Day Block Schedule			# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes
0	7:30 AM	8:20 AM	0:50	50
P	8:20 AM	8:30 AM	0:10	10
1/2	8:30 AM	9:30 AM	1:00	60
Nutrition	9:30 AM	9:40 AM	0:10	10
P	9:40 AM	9:50 AM	0:10	10
3/4	9:50 AM	10:50 AM	1:00	60
P	10:50 AM	11:00 AM	0:10	10
5/6	11:00 AM	12:00 PM	1:00	60
Total Hours/Minutes =			4:20	260

Activity Schedule II 20 Minutes			# of Days	7
Period	Beg Time	End Time	Hours/Min	Minutes
0	7:20 AM	8:20 AM	1:00	60
P	8:20 AM	8:30 AM	0:10	10
Block 1 (1/2)	8:30 AM	10:00 AM	1:30	90
Nutrition	10:00 AM	10:10 AM	0:10	10
P	10:10 AM	10:20 AM	0:10	10
Block 2 (3/4)	10:20 AM	11:40 AM	1:20	80
Activity (Block 2)	11:40 AM	12:10 PM	0:30	30
L	12:10 PM	12:45 PM	0:35	35
P	12:45 PM	12:55 PM	0:10	10
Block 3 (5/6)	12:55 PM	2:25 PM	1:30	90
7 Support	2:25 PM	3:10 PM	0:45	45
Total Hours/Minutes =			6:20	380

Assembly Schedule 45 Minutes			# of Days	5
Period	Beg Time	End Time	Hours/Min	Minutes
0	7:20 AM	8:20 AM	1:00	60
P	8:20 AM	8:30 AM	0:10	10
1/2	8:30 AM	9:50 AM	1:20	80
Nutrition	9:50 AM	10:00 AM	0:10	10
P	10:00 AM	10:10 AM	0:10	10
3/4	10:10 AM	11:35 AM	1:25	85
Assembly	11:35 AM	12:20 PM	0:45	45
L	12:20 PM	12:55 PM	0:35	35
P	12:55 PM	1:05 PM	0:10	10
5/6	1:05 PM	2:25 PM	1:20	80
7 Support	2:25 PM	3:10 PM	0:45	45
Total Hours/Minutes =			6:20	380

Total Minutes Per Year in Periods 0-6

Schedule	Minutes/day	No. of Days	Total Minutes	Ed Code Minutes
Regular	380	129	49,020	
Staff Meeting	310	25	7,750	
0-6 Period	380	1	380	
Fine Arts 1	310	1	310	
Fine Arts 2	310	1	310	
Final Exam	270	6	1,620	
Minimum Block	260	4	1,040	
Activity 1	380	1	380	
Activity 2	380	7	2,660	
Assembly	380	5	1,900	
Total		180	65,370	64,800

Oak View High School 2018 - 2019 Instructional Minutes/Bell Schedule

Monday, Tuesday, Wednesday Schedule				# of Days	102
Period	Beg Time	End Time	Hours/Min	Minutes	
1*	8:35 AM	9:20 AM	0:45	45	
P	9:20 AM	9:25 AM	0:05	5	
2/3	9:25 AM	10:55 AM	1:30	90	
Break	10:55 AM	11:15 AM	0:20	20	
P	11:15 AM	11:20 AM	0:05	5	
4/5	11:20 AM	12:50 PM	1:30	90	
P	12:50 PM	12:55 PM	0:05	5	
6 Elective	12:55 PM	1:40 PM	0:45	45	
Total Hours/Minutes =			4:30	270	

Thursday Schedule				# of Days	34
Period	Beg Time	End Time	Hours/Min	Minutes	
1*	8:35 AM	9:05 AM	0:30	30	
P	9:05 AM	9:10 AM	0:05	5	
2/3	9:10 AM	10:25 AM	1:15	75	
Break	10:25 AM	10:45 AM	0:20	20	
P	10:45 AM	10:50 AM	0:05	5	
4/5	10:50 AM	12:05 PM	1:15	75	
P	12:05 PM	12:10 PM	0:05	5	
6 Elective	12:10 PM	12:40 PM	0:30	30	
Total Hours/Minutes =			3:30	210	

Halloween (10/31/2018)				# of Days	1
Period	Beg Time	End Time	Hours/Min	Minutes	
*1	8:35 AM	9:30 AM	0:55	55	
P	9:30 AM	9:35 AM	0:05	5	
2/3	9:35 AM	10:35 AM	1:00	60	
P	10:35 AM	10:40 AM	0:05	5	
4/5	10:40 AM	11:40 AM	1:00	60	
Activity	11:40 AM	12:40 PM	1:00	60	
Total Hours/Minutes =			2:55	175	

Friday Incentive Day Schedule (Mandatory Fri)				# of Days	12
Period	Beg Time	End Time	Hours/Min	Minutes	
1/2	8:35 AM	10:05 AM	1:30	90	
P	10:05 AM	10:10 AM	0:05	5	
3/4	10:10 AM	11:40 AM	1:30	90	
Nutrition	11:40 AM	12:05 PM	0:25	25	
Total Hours/Minutes =			3:00	180	

Friday Incentive Day Schedule				# of Days	28
Period	Beg Time	End Time	Hours/Min	Minutes	
1/2	8:35 AM	10:05 AM	1:30	90	
P	10:05 AM	10:10 AM	0:05	5	
3/4	10:10 AM	11:40 AM	1:30	90	
Nutrition	11:40 AM	12:05 PM	0:25	25	
Total Hours/Minutes =			3:00	180	

CAASPP Testing (4/22 & 4/23)				# of Days	2
Period	Beg Time	End Time	Hours/Min	Minutes	
1*	8:35 AM	10:00 AM	1:25	85	
Nutrition	10:00 AM	10:30 AM	0:30	30	
P	10:30 AM	10:35 AM	0:05	5	
2	10:35 AM	12:00 PM	1:25	85	
Total Hours/Minutes =			2:50	170	

Turkey Walk (Thursday)				# of Days	1
Period	Beg Time	End Time	Hours/Min	Minutes	
*1	8:35 AM	9:20 AM	0:45	45	
P	9:20 AM	9:25 AM	0:05	5	
2/3	9:25 AM	10:10 AM	0:45	45	
P	10:10 AM	10:15 AM	0:05	5	
4/5	10:15 AM	11:00 AM	0:45	45	
Activity	11:00 AM	12:40 PM	1:40	100	
Total Hours/Minutes =			2:15	135	

Not Instructional Minutes

Schedule	Minutes/day	No. of Days
Monday, Tuesday, Wednesday Schedule	270	102
Thursday Schedule	210	34
Friday Incentive Day Schedule (Mandatory Fri)	180	12
Friday Incentive Day Schedule	180	28
CAASPP Testing (4/22 & 4/23)	170	2
Halloween (10/31/2018)	175	1
Turkey Walk (Thursday)	135	1
Total		180

Total Minutes	Ed Code
27,540	32,400
7,140	
2,160	
5,040	
340	
175	
135	
37,490	

Notes: Flex Fridays the students do not have to attend school
The dates of: 8/9, 9/6, 10/4, 10/11, 1/10, 1/24 & 2/21 -they must attend - 8 days
Finals: 12/18, 12/19, 5/20 & 5/21 - 4
Minimum Days 12/20, 12/21, 5/23 & 5/24

For continuation high schools, EC 46170 specifies that the minimum required number of instructional minutes is 180 minutes per day, or 15 hours per week.
Note - 180 days times 180 Minutes per day

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT B.1.k. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – APRIL, 2019

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - April 2019?

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

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

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the Quarterly Report on Williams Uniform Complaints – April 2019
2. Do not approve the Quarterly Report on Williams Uniform Complaints – April 2019

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	_____	_____	_____	_____

Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2018-19

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date: ☐ October 2018 (7/1/18 to 9/30/18)
(check one) ☐ January 2019 (10/1/18 to 12/31/18)
☒ April 2019 (1/1/19 to 3/31/19)
☐ July 2019 (4/1/19 to 6/30/19)

Date for information to be reported publicly at governing board meeting: April 23, 2019

Please check the box that applies:

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

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

Dr. Anthony W. Knight
Name of District Superintendent

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.1.1. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 18-39S, ADDITION AND IMPROVEMENTS TO COUNSELING OFFICES AT MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School, contracted with Omega Construction Company, Inc.?

BACKGROUND: On October 16, 2018, the Board of Education authorized the award of a contract for Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School, contracted with Omega Construction Company, Inc.

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 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School, contracted with Omega Construction Company, Inc. of Northridge, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about October 16, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction Company, Inc., of Northridge, California, for Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School, on certain real property hereinbefore described: that said building and improvements were actually completed on April 23, 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 18-39S, ADDITION AND IMPROVEMENTS TO COUNSELING OFFICES AT MEDEA CREEK MIDDLE SCHOOL

PROJECT NUMBER AND TITLE

TITLE: PROJECT 18-39S ADDITION AND IMPROVEMENTS TO COUNSELING OFFICES AT MEDEA CREEK MIDDLE SCHOOL

DESCRIPTION: IMPROVEMENT AND ADDITION OF A COUNSELORS OFFICE AT MEDEA CREEK MIDDLE SCHOOL.

DATE OF AUTHORIZATION: OCTOBER 16, 2018

PROJECT BUDGET

AMOUNT: \$25,750

DATE OF AUTHORIZATION: OCTOBER 16, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: OCTOBER 16, 2018

CONTRACTOR INFORMATION

COMPANY NAME: OMEGA CONSTRUCTION, INC.

LOCATION: NORTHRIDGE, CA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$27,750

CONTRACTORS CHANGE ORDERS (IF APPLICABLE)

NUMBER OF CHANGE ORDERS: 0

TOTAL COST OF ALL CHANGE ORDERS: \$0

REVISED CONTRACT AMOUNT: \$0

NOTICE OF COMPLETION

DATE OF APPROVAL: APRIL 23, 2018

FINAL CONTRACT AMOUNT: \$27,750

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
**SUBJECT: B.1.m. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 18-48S,
EV CHARGING STATION AT MEDEA CREEK MIDDLE SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 18-48s, EV Charging Station at Medea Creek Middle School, contracted with Taft Electric Company and ABM Electrical Power Services?

BACKGROUND: On September 17, 2018, the Board of Education authorized the award of a contract for Project 18-48s, EV Charging Station at Medea Creek Middle School, contracted with Taft Electric Company and ABM Electrical Power Services.

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 18-48S, EV Charging Station at Medea Creek Middle School, contracted with Taft Electric Company, of Ventura, California and ABM Electrical Power Services, Tustin, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about September 17, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Taft Electric Company of Ventura, California, and ABM Electrical Power Services of Tustin, California for Project 18-48S, EV Charging Station at Medea Creek Middle School, on certain real property hereinbefore described: that said building and improvements were actually completed on April 23, 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 18-48S,
EV CHARGING STATION
AT MEDEA CREEK MIDDLE SCHOOL**

PROJECT NUMBER AND TITLE

TITLE: PROJECT 18-48S EV CHARGING STATION AT MEDEA CREEK MIDDLE SCHOOL

DESCRIPTION: INSTALLATION OF AN ADDITIONAL EV CHARGING STATION AT MEDEA CREEK MIDDLE SCHOOL. PARTIALLY PAID FOR BY GRANT RECEIVED FROM VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT.

DATE OF AUTHORIZATION: SEPTEMBER 17, 2018

PROJECT BUDGET

AMOUNT: \$17,752.50

DATE OF AUTHORIZATION: SEPTEMBER 17, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: SEPTEMBER 17, 2018

CONTRACTOR INFORMATION

COMPANY NAME: TAFT ELECTRIC COMPANY

LOCATION: VENTURA, CA

COMPANY NAME: ABM ELECTRICAL POWER SERVICE

LOCATION: TUSTIN, CA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$17,752.50

CONTRACTORS CHANGE ORDERS (IF APPLICABLE)

NUMBER OF CHANGE ORDERS: 0

TOTAL COST OF ALL CHANGE ORDERS: \$0

REVISED CONTRACT AMOUNT: \$0

NOTICE OF COMPLETION

DATE OF APPROVAL: APRIL 23, 2018

FINAL CONTRACT AMOUNT: \$17,250.50

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.2.a. APPROVE IMPLEMENTATION OF GENDER IDENTITY CURRICULUM FOR GRADES K-5 AND THE RELATED INSTRUCTIONAL MATERIAL

ACTION

ISSUE: Shall the Board of Education approve the Implementation Of Gender Identity Curriculum For Grades K-5 And The Related Instructional Material?

BACKGROUND: At the January 23, 2019 meeting the Board approved the Gender Identity Staff training which is now complete at all our school sites. The staff is requesting approval of the K-5 curriculum. This curriculum was created based on developmental norms, as a collaboration between our counseling department and our curriculum council. It has been approved at all levels throughout our district, from teachers, to PTO organizations, to our leadership, and district level administration. The materials and rationale are included for the Board's review. The materials recommended are inspired by the research of various human rights and anti-discrimination organizations and have been adapted to fit the needs and culture of our community.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Implementation Of Gender Identity Curriculum For Grades K-5 And The Related Instructional Material.
2. Do not approve Implementation Of Gender Identity Curriculum For Grades K-5 And The Related Instructional Material

RECOMMENDATION: Alternative #1

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

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.	_____	_____	_____	_____

OPUSD K-5 Gender Identity Curriculum

Why do we need a gender identity curriculum?

- Students who report feeling accepted at school are less likely to have severe mental health issues, suicidality, or at-risk behaviors
- Transgender, non-binary, and gender fluid students are learning and growing in our schools every day. There are currently students in almost each grade level (k-5) who are on the gender spectrum
- Studies show that inclusion and acceptance of LGBTQ individuals increase the positive school-culture and decrease bullying behaviors for all
- A recent report released by the Human Right's Campaign on LGBTQ youth in California revealed that:
 - Only 10% of LGBTQ youth say the entire school staff is supportive of LGBTQ students
 - 50% of LGBTQ students report being teased for their actual or perceived sexual or gender identity
 - Only 20% report hearing positive messages about being an LGBTQ person in school
- As a marginalized group, it is important to highlight the need for acceptance and inclusion for our LGBTQ students. Doing so not only protects the safety, mental health, and rights of our students but also has a positive impact on school culture for all

What laws or CDE guidelines direct this new curriculum?

- AB9 - Seth's Law - 2012
 - Districts must protect students who are bullied based on actual or perceived sexual or gender identity and adopt policies and procedures to do so
- AB1266 - School Success and Opportunity Act - 2014
 - Districts must allow equal access to programs, facilities, and activities consistent with their gender identity
- SB48 - Fair Education Act - 2012
 - The curriculum must represent the contributions of LGBTQ individuals and may not promote any discriminatory bias based on gender or sexual identity
- Education Code 51932(b) - Opting Out - 2016
 - As a gender identity curriculum is not within the context of sex education, parents may not opt-out of the presentation of this curriculum. This is to protect our students on the gender spectrum and to be sure all have received training on the acceptance and inclusion of all students.

- Title VII - Civil Rights Act
 - Individuals on the gender spectrum are a protected class
- Title IX - Sex Discrimination in Educational Institutions
 - Protects students from discrimination based on gender identity

Who developed this curriculum?

- The curriculum was created based on developmental norms, as a collaboration between our counseling department and our curriculum council. It has been approved at all levels throughout our district, from teachers to PTO organizations, to our leadership, and district level administration. The materials used are inspired by the research of various human rights and anti-discrimination organizations and have been adapted to fit the needs and culture of our community.

How will the curriculum be delivered?

- The curriculum will be delivered in the classrooms during the rotation of regular counseling lessons, led by our school counselors with the teacher present
- Most lessons begin with a book share and then move into a discussion and art-based or writing activity
- The lessons will be scheduled as follows, to begin in early September of 2019:
 - Kindergarten, 1st, 2nd, 3rd grade - single lesson
 - 4th grade - two lessons
 - 5th grade - three lessons

Will parents have an opportunity to review the curriculum?

- Parents may make an appointment at their school site to review the lesson materials for their grade level with their school counselor and/or principal

What if I want to opt my student out of the curriculum?

- State law does not allow parents to opt students out of a curriculum which addresses discrimination and harassment of protected classes
- If you have concerns about your student, we welcome you to meet with the counselor and principal at your school to review the curriculum that will be delivered in your classroom.

I have a religious/cultural belief that is in opposition to my student being exposed to this curriculum. Will the school honor this belief and remove my student during the delivery of the curriculum?

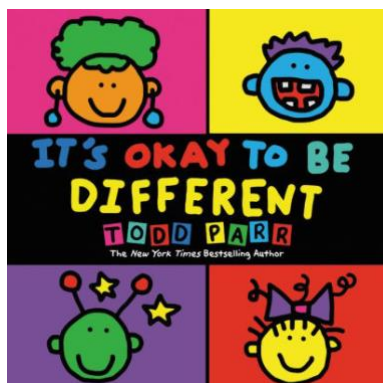
- State law does not allow parents to opt students out of a curriculum which addresses discrimination and harassment of protected classes, even those with religious or cultural beliefs.

Will you be talking about sexual topics with my student?

- No. We are not discussing the identities of lesbian, gay, or homosexual with K-5 students. Our curriculum is focused on gender identity, not sexual identity. Gender identity is best understood as to how you feel and present yourself on the gender spectrum. Gender identity does not include or discuss who you are attracted to or who you have romantic or sexual relationships with. We are not discussing sexual identity or intimate relationships with our elementary students in these lessons.

Instructional Materials:

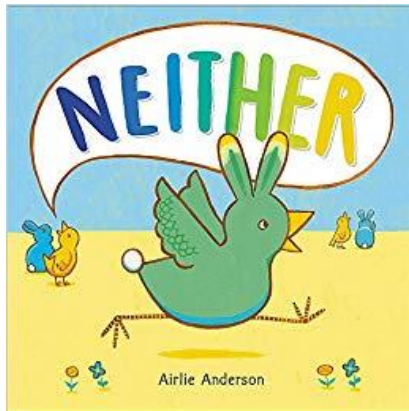
Grade K - "It's Okay To Be Different" By, Todd Parr



Told with Todd Parr's signature wit and wisdom, *It's Okay to Be Different* cleverly delivers the important messages of acceptance, understanding, and confidence in an accessible, child-friendly format. The book features the bold, bright colors and silly scenes that made Todd a premier voice for emotional discussions in children's literature. Targeted to young children first beginning to read, this book will inspire kids to celebrate their individuality through acceptance of others and self-confidence--and it's never too early to develop a healthy self-esteem.

It's Okay to be Different is designed to encourage early literacy, enhance emotional development, celebrate multiculturalism and diversity, and promote character growth.

Grade 1 - "Neither" By, Airlie Anderson

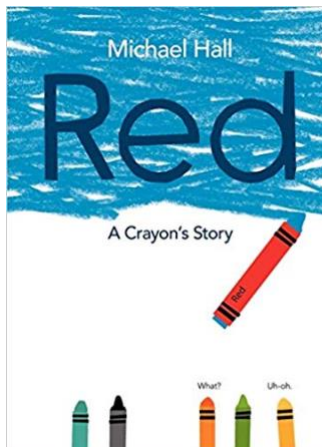


In the Land of This and That, there are only two kinds: blue bunnies and yellow birds. But one day a funny green egg hatches, and a little creature that's not quite a bird and not quite a bunny pops out. It's neither!

Neither tries hard to fit in, but its bird legs aren't good for jumping like the other bunnies, and its fluffy tail isn't good for flapping like the other birds. It sets out to find a new home and discovers a very different place, one with endless colors and shapes and creatures of all kinds. But when a blue bunny and a yellow bird with some hidden differences of their own arrive, it's up to Neither to decide if they are welcome in the Land of All.

This colorful, simple, and touching story promotes diversity and offers a valuable lesson to the youngest of audiences: it is our differences that unite us.

Grade 2 - "Red" By, Michael Hall

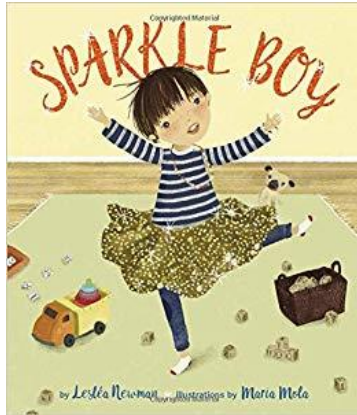


A blue crayon mistakenly labeled as "red" suffers an identity crisis in this picture book by the *New York Times*–bestselling creator of *My Heart Is Like a Zoo* and *It's an Orange Aardvark!* Funny, insightful, and colorful, *Red: A Crayon's Story*, by Michael Hall, is about being true to your inner self and following your own path despite obstacles that may come your way. *Red* will appeal to fans of Lois Ehlert, Eric Carle, and *The Day the Crayons Quit*, and makes a great gift for readers of any age!

Red has a bright red label, but he is, in fact, blue. His teacher tries to help him be red (let's draw strawberries!), his mother tries to help him be red by sending him out on a playdate with a yellow classmate (go draw a nice orange!), and the scissors try to help him be red by snipping his label so that he has room to breathe. But Red is miserable. He just can't be red, no matter how hard he tries!

Finally, a brand-new friend offers a brand-new perspective, and Red discovers what readers have known all along. He's blue! This funny, heartwarming, colorful picture book about finding the courage to be true to your inner self can be read on multiple levels, and it offers something for everyone.

Grade 3 - "Sparkle Boy" By, Leslea Newman



Casey loves to play with his blocks, puzzles, and dump truck, but he also loves things that sparkle, shimmer, and glitter. When his older sister, Jessie, shows off her new shimmery skirt, Casey wants to wear a shimmery skirt too. When Jessie comes home from a party with glittery nails, Casey wants glittery nails too. And when Abuelita visits wearing an armful of sparkly bracelets, Casey gets one to wear, just like Jessie. The adults in Casey's life embrace his interests, but Jessie isn't so sure. Boys aren't supposed to wear sparkly, shimmery, glittery things. Then, when older boys at the library tease Casey for wearing "girl" things, Jessie realizes that Casey has the right to be himself and wear whatever he wants. Why can't both she and Casey love all things shimmery, glittery, and sparkly? Here is a sweet, heartwarming story about acceptance, respect, and the freedom to be yourself in a world where any gender expression should be celebrated.

Grade 4 - Video "I am Me" By, Willow Smith



[LINK to Song](#)

Grade 5 - "A House for Everyone" By, Jo Hirst



At lunchtime, all of Tom's friends gather at school to work together building their house. Each one of them has a special job to do, and each one of them has a different way of expressing their gender identity.

Jackson is a boy who likes to wear dresses. Ivy is a girl who likes her hair cut really short. Alex doesn't feel like 'just' a boy, or 'just' a girl. They are all the same, they are all different - but they are all friends.

A very simple story that challenges gender stereotypes and shows 4 to 8-year-olds that it is OK to be yourself. An engaging story that is more than just an educational tool; this book will assist parents and teachers in giving children the space to explore the full spectrum of gender diversity and will show children the many ways they can express their gender in a truly positive light.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 2019

**SUBJECT: B.2.b. REVIEW REPORT ON THE RECOMMENDATIONS OF THE OPHS
TASK FORCE**

INFORMATION/DISCUSSION

ISSUE: Review and Discuss the recommendations of the OPHS Task Force related to graduation requirements?

BACKGROUND: Board had a set a Goal for the staff to examine the practice and policy of not accepting high school course credit eligibility from outside of OPUSD during regular school year and summer school. The staff was tasked with bringing a recommendation to Board for possibly revising this practice and relevant Board policies. The task force comprising of staff from Oak Park High School, Students, Parents, Director of Curriculum and Instruction and a Board member met twice this year. The Task Force recommendation is included in the accompanying document for the Board's review.

FISCAL IMPACT: None

Prepared by:
Kevin Buchanan, Principal, Oak Park High School
Dr. Jay Greenlinger, Director of Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

To: Dr. Tony Knight
From: Kevin Buchanan
Re: OPHS Task Force
Date: April 12, 2019

OPUSD Board Goal 1

Examine current programs and monitor courses to ensure quality and consistency of teaching and learning that is current, authentic and consistent with Moral Imperatives and educating the whole child.
The Task Force met twice to discuss this goal.

ACTION PLANS

Examine the practice and policy of not accepting high school course credit eligibility from outside of OPUSD during regular school year and summer school. Bring recommendation to Board for possibly revising this practice and relevant Board policies on or before February 2019 Board meeting.

Task Force Recommendation –

Implemented for the class of 2021 and beyond

With pre-approval students may take courses at other institutions that are not taught at OPHS for HS graduation general elective credit (5 per semester with a max 15 credits per high school career)

- Drop to 230 credits from 240
- Increase General Elective (GE) credit requirements to 60 from 55
- Move to General Elective category: Life Skills, Computer Ed/Technical Ed, & Practical Skills Requirements.

In the interest of student wellness, and for them to have opportunity for play/down/family time, we encourage students to take a summer break but will pursue options that enable students in all grade levels to take a core class over summer to increase choice and/or reduce stress the during school year. OPEF will create and communicate criteria for students who demonstrate financial hardship to apply for financial aid.

All Departments will explore possible future course additions - E.g. Senior CP English Seminar, (e.g. Children's Lit) , ELA electives, CP Gov/Econ, Finance Math, US History CP, Intro to Comp Sci, Stats CP, Physics CP. Summer school offerings will be published for Spring Course Advisement in semester two of 2020. We will also explore equity issues associated with only accepting credit from a tuition-based summer school and one that does not provide SpEd supports.

OPUSD will work with OPHS Departments and Leadership to consider developing a non-overlapping Dual Enrollment agreement through a limited MOU with Moorpark College.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.2.c. APPROVE AMENDMENT TO BOARD POLICY 6146.1 – HIGH SCHOOL GRADUATION REQUIREMENTS – First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6146.1 – High School Graduation Requirements?

BACKGROUND: Board Policy 6146.1 updated to reflect NEW LAW (AB 2121) which, under certain conditions, exempts from any district-established graduation requirements migrant students and newly arrived immigrant students participating in a newcomer program who transfer schools in grade 11-12. Policy also reflects NEW LAW (AB 3022) which authorizes the granting of a diploma to persons who departed California in grade 12 against their will, and adds section on "Honorary Diplomas" including item reflecting NEW LAW (AB 2109) which authorizes the board to grant an honorary diploma to a terminally ill student. Policy also updated to reflect changes to graduation requirements at Oak Park High Schools.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6146.1 – High School Graduation Requirements, with the reduction in credits for Oak Park High School to be effective for the class of 2021 and beyond.
2. Do not amend Board Policy 6146.1 – High School Graduation Requirements.

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 6146.1(a)

High School Graduation Requirements

The Governing Board desires to prepare all students to obtain a high school diploma ~~to enable them to~~ so that they can take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 – Academic Standards)

(cf. 6143 – Courses of Study)

(cf. 6146.3 – Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Forty (40) semester credits in English
2. Thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) credits of geometry. ~~An Oak View High School Student must complete thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) semester credits of any other mathematics or mathematics related course.~~

At least one mathematics course, or a combination of the two mathematics courses, ~~required for completion in grades 9-12~~, shall meet or exceed state academic content standards for Algebra 1 ~~or Mathematics I. (Education Code 51224.5)~~ Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

~~*(cf. 6011 – Academic Standards)*~~

(cf. 6142.92 – Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Thirty (30) semester credits of science including biological and physical sciences. ~~(Education Code 51225.3)~~ Students attending Oak View High School must complete twenty (20) semester credits of science including life science and physical science. An Oak View High school student may elect to complete ten (10) extra credits of science, including one year of global science, and be recognized as graduating with a “special emphasis in science”.

(cf. 6142.93 - Science Instruction)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(b)

4. Thirty-five (35) semester credits of social science to include: ten (10) semester credits of United States history and geography; ten (10) semester credits of world history, culture, and geography; five (5) semester credits in American government and civics; five (5) semester credits in economics; and five (5) credits of world geography. ~~(Education Code 51225.3)~~

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

5. Five (5) semester credits of health education.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

6. Ten (10) semester credits of visual or performing arts; foreign language, ~~or~~ including American Sign Language. ~~(Education Code 51225.3)~~

(cf. 6142.2 – World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

7. Twenty (20) semester credits of physical education. ~~(Education Code 51225.3)~~

(cf. 6142.7 - Physical Education)

~~8. Five (5) semester credits of practical skills (industrial arts, technology education [beyond required], journalism, yearbook, auto, architectural, or vocational education).~~

~~*(cf. 6178 – Career Technical Education)*~~

~~*(cf. 6178.2 – Regional Occupational Center/Program)*~~

~~9. Five (5) semester credits of computer education course.~~

~~10. Five (5) semester credits of a life skills course in senior year.~~

11. ~~Fifty-five (5605)~~ **Sixty** additional general education elective credits to total two hundred and ~~forty (240)~~ **thirty (230)**.

12. All freshmen and sophomore students will complete a standards based guidance program to develop a personal learning plan.

Oak View High School students will graduate with two hundred and thirty (230) credits unless they chose to complete an additional ten (10) credits of science as stated in #3 above.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(c)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

~~The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless children, or children of military families in accordance with Education Code 51225.1 and 49701~~

Exemptions and Waivers

A foster youth, homeless student, ~~or~~ former juvenile court school student, child of a military family, migrant student, or newly arrived immigrant student participating in a newcomer program who transfers into the district any time after completing ~~his/her the~~ second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of ~~his/her the~~ fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether ~~he/she the~~ student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 – Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

~~In addition, the Superintendent or designee shall facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the student has satisfactorily completed similar coursework in another district. (Education Code 49701)~~

~~(cf. 6173.2 – Education for Children of Military Families)~~

Retroactive Diplomas

~~Until July 31, 2018, a~~Any student who completed grade 12 in the 2003-04 school year ~~through 2014-15 school year and or a subsequent school year and has~~ met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code ~~60851.6~~ 51413)

In addition, the district may retroactively grant a high school diplomas to: ~~a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12.~~ (Education Code 48204.4, 51430, 51440)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(d)

1. Persons who departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

Honorary Diplomas

The Board may grant honorary high school diplomas to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation, and who is returning to the home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

48204.4 Parents/guardians departing California against their will

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 Required notification at beginning of term

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(e)

49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas; foreign exchange students
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
~~60851.5 Suspension of high school exit examination~~
~~60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination~~
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4687 Uniform complaint procedures
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Adopted: 4-26-78

Amended: 2-5-91, 8-14-01, 9-17-02, 3-22-05, 2-21-06, 2-17-10, 3-20-12, 4-8-14, 5-17-16,
4-18-17, 4-23-19

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.2.d. APPROVE ADDITIONAL TEXTBOOK FOR OAK PARK HIGH SCHOOL's JOURNALISM II HONORS CURRICULUM

ACTION

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

BACKGROUND: Oak Park High School would like to add an additional textbook to its curriculum. The textbook and all related materials are provided in the description and details provided below, at this time the only items that need to be purchased are ISBN# 978-0073526171 "Inside Reporting" and ISBN# 978-0385348430 "Out on the Wire" . This textbook and all related materials are being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting these items to the board at their April 23, 2019 meeting.

FISCAL IMPACT: The estimated cost of the classroom text book set is \$2955.00 Funding source is the general Fund (LCAP Goal – 1.2) and will be included in the 2019-2020 proposed LCAP and budget.

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

RECOMMENDATION: Alternative #1

Prepared by:
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

Course overview:

Journalism II H: Newspaper Production is a reading and writing heavy course which centers on both academic and practical applications of language arts. Students will learn advanced journalistic writing style with a focus on publication both of the school newspaper and national publications. Students will master journalistic style and analytical reading, writing, thinking and listening. Students will also develop/learn AP style, journalism laws and ethics, extensive reading and critical analysis of professional news writing and other non-fiction works, practice and exploration of expository writing techniques and discussions on the history and current state of journalism in the United States and the world. The course will also feature other aspects of student journalism and newspaper production, including but not limited to, editing, photography, design, digital publishing, podcasting, business leadership skills, business writing and advertising. Students will deepen their understanding of journalism in modern American life and its implications to American and global society through continual reading, discussion, analysis, and writing. Ultimately, students will use their reading, writing, leadership and media skills in the production of the print Oak Park Talon and the digital Online Talon.

Course Materials that need to be purchased:**Textbooks**

Title	Author Publisher	Edition Website
Inside Reporting ISBN 13: 9780073526171	Tim Harrower, McGraw Hill	https://www.mheducation.com
AP Stylebook ISBN: 978-0-917360-67-1	The Associated Press	https://store.stylebooks.com
Out on the Wire ISBN: 978-0-385-34843-0	Jessica Abel, Broadway, Crown Pub.	http://crownpublishing.com

Other items that will be used in the teaching of this course but do not need to be purchased at this time:

Searchlights and Sunglasses Eric Newton, ASU Cronkite School
<http://www.searchlightsandsunglasses.org>
 ISBN# 978-0-9749702-4-0

Periodicals

Article title	Periodical title	Authors	Date	Website
General interest and literary magazines: The New Yorker, The New York Times Magazine, Atlantic Monthly, Time, Newsweek and JEA Magazine.				

Newspapers: New York Times, Los Angeles Times, Wall Street Journal, and the Ventura County Star.

Multimedia

Title	Author	Director	Name of video series	Date	Website	Medium of Publication
Movies: Absence of Malice, All the President's Men, Citizen Kane, Good Night and Good Luck, The Post, Shattered Glass						

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.2.e. APPROVE ADDITIONAL TEXTBOOK FOR OAK PARK HIGH SCHOOL's AP PSYCHOLOGY CURRICULUM

ACTION

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

BACKGROUND: Oak Park High School would like to add an additional textbook to its curriculum. The textbook is Myers' Psychology for the AP Course - ISBN-13: 978-1-319-07050-2 or ISBN-10: 1-319-07050-7. A description and details of proposed use of the textbook is provided for the Board's reference. This book is being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting this textbook to the board at their April 23, 2019 meeting.

FISCAL IMPACT: The estimated cost of the classroom text book set is \$14,000.00. Funding source is the general Fund (LCAP Goal – 1.2) and will be included in the 2019-2020 proposed LCAP and budget.

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

RECOMMENDATION: Alternative #1

Prepared by:
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

Dear Curriculum Council,

Thank you taking the time to consider my request for an update to the AP Psychology textbook. Throughout the course of the school year, I have recognized some glaring issues in our current textbook in regards to gender. Psychology, 8th edition by David G. Myers was published in 2007 and it constantly refers to gender in the binary sense. Many of my LGBTQ students have expressed their concern when the topic of gender has been presented in the textbook (which we discuss often in a psychology course). During my lectures I have used supplementary material from the updated textbook (**Myers' Psychology for the AP Course - ISBN-13: 978-1-319-07050-2 or ISBN-10: 1-319-07050-7**), but I only have one copy, so my students are studying material from the 2007 textbook. I'm also creating the assessments based on the older book due to the fact that my students don't have access to the single copy of the newer textbook that I possess. I have already been piloting portions of the newer book as often as I can and my students are appreciative of the effort. The updated textbook considers gender from a non-binary sense and has made necessary updates to all references of gender.

I would like to request an update to the textbooks, so we can better service our diverse community here at Oak Park High School. I usually have two sections of AP Psych first semester and one section second semester, so 80 textbooks would serve our needs. The newer textbooks usually come with a test question database, which I would also like to request, so my students are assessed on the updated information as they prepare for the AP exam in May.

Thank you for your time and consideration,

Sincerely,

DJ Cook

The cost of this textbook is \$136.00 ([Quote Attached](#)). Estimated Cost \$14,000.00

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 14, 2019

SUBJECT: B.2.f. APPROVE ADDITIONAL TEXTBOOK FOR OAK VIEW HIGH SCHOOL's NEW ENVIORNMENTAL SCIENCE COURSE

ACTION

ISSUE: Shall the Oak View High School add an additional textbook in support of its curriculum?

BACKGROUND: Oak View High School would like to add an additional textbook to its curriculum. The textbook and all related materials are provided in the description and details provided below. This textbook and all related materials are being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting these items to the board at their April 23, 2019 meeting.

FISCAL IMPACT: The estimated cost of the classroom textbook set is \$2750.00. Funding source is the general Fund (LCAP Goal – 1.2) and will be included in the 2019-2020 proposed LCAP and budget.

ALTERNATIVES:

1. Approve the request for additional textbook at Oak Park High School.
2. Do not approve the request for additional textbook at Oak Park High School.

RECOMMENDATION: Alternative #1

Prepared by:
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

OPUSD Curriculum Council Proposal: **Pearson *Environmental Science , Your World Your Turn*, textbook, student work book and teacher resources**

School Site: OVHS

Course: Environmental Science

Instructor: KC Kelem

To facilitate the curriculum change in support of our nature/environmental focus at OVHS, I created a new course “Environmental Science” which was submitted for A-G approval. This course is also an additional route that our students can take to earn missing life science credits, as well as to round out our science program to address the new California NGGS Framework.

This course encompasses standards in both Life Science, Earth Science with a strong emphasis on the California EP&C’s.

The text book and work book will be used to supplement inquiry activities and real world research and applications.

Title: Pearson Environmental Science Your World Your Turn 2013

Author: Jay Withgott

Publisher: Pearson Education

Study Workbook Student Edition	9780133724776	\$13.47
Study Workbook Teacher's Edition †	9780133724806	\$31.97
ExamView® CD-ROM †	9780132533614	\$161.97
Teacher's Digital Resources Guide with Classroom Resourced DVD-ROM†	9780133177183	\$247.47
Oil Spill Case Study Reader †	9780133184853	\$5.97
Student Edition plus Digital Courseware, 6-year License (Realize)†	9780328929009	\$95.97

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 2019

SUBJECT: B.2.g. REVIEW AND DISCUSS THE MATH PLACEMENT PROTOCOLS, PATHWAYS, AND INFORMATION PROVIDED TO PARENTS AND STUDENTS ABOUT MATH PLACEMENT IN 6TH THROUGH 12TH GRADE AT OAK PARK USD

INFORMATION/DISCUSSION

ISSUE: Review and Discuss the Math Placement Protocols, Pathways, and Information Provided to Parents and Students about Math Placement in 6th through 12th Grade at Oak Park USD?

BACKGROUND: Board approved the updated Math Placement Policy at their March 19, 2019 meeting and requested staff to bring back documents related to the math placement in grades 6th through 12th. The math placement protocols and pathways as well as corresponding science courses for grades 9th through 12th are posted on the District website and can be accessed at this link:
https://www.oakparkusd.org/math_placement

The proposed letters to be sent to 6th and 7th grade parents are included in the accompanying documents.

FISCAL IMPACT: None

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

To the Parent(s)/Guardian(s) of _____,

Medea Creek Middle School

OPUSD Board Policy 6152.1 outlines the Math Placement policies and procedures. According to this policy, "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." The placement criteria listed below reflects that policy, and the school's desire to balance student success, student stress, and finding the highest level of challenge for each individual student's abilities.

6th Grade Assessments and Criteria for 7th Grade Math Placement

During the last quarter of the year, 6th graders will receive the opportunity to take two tests for 7th grade Math placement. The **Basic Skills Test** will be used to evaluate their progress in 6th grade skills and their readiness for 7th grade Pre-Algebra. More than 90% of students in 7th grade are placed in Pre-Algebra and then proceed to either Algebra Introductions or Algebra I in 8th grade (see charts below). Students will have the option to take the **Algebra Benchmark Test** that evaluates the 7th grade Pre-Algebra standards and determines if students have the mastery of skills necessary to be successful in an Algebra I course as a 7th grader. For those students that qualify skipping the Pre-Algebra course and taking the fast-paced 8th grade Algebra I, they must have met the five criteria listed below. Skipping the basic fundamentals of Pre-Algebra is not recommended. The high school annually reports that students too often struggle in the higher level mathematics courses when they have prematurely advanced to Algebra, thus preventing students from succeeding in the higher level courses (i.e. Algebra 2 Honors, Calculus, etc.). Students are able to access the highest levels of high school mathematics on the pathway of Algebra I in 8th grade. Please see the attached Math Pathways to understand the many options students have for High School math courses.

Criteria for Algebra I

Each of the following criteria indicate readiness or lack thereof for placement in Algebra I.

- 1) OUTSTANDING ("O") work habits for all four quarter report cards in Math.
- 2) At least SATISFACTORY ("S") citizenship on all four quarter report cards in Math.
- 3) Must have at least an A- grade on all four quarter report cards in Math.
- 4) At least a 90% on the Basic Skills Test (given in May). **The Basic Skills Test** is a multiple choice test that covers skills taught primarily in 5th and 6th grades. This test counts as a test grade in the 4th quarter grades.
- 5) At least an 85% on the Algebra Benchmark Test (given in April). **The Algebra Benchmark Test** is an Algebra readiness test that determines if students have the advanced, prerequisite skills in order to be successful in an Algebra I course. This is a multiple choice test and students will have 90 minutes to complete the test. **This test does not count as a grade.**

The Basic Skills Test

The following topics will be assessed on the Basic Skills Test: place values, calculating with whole numbers/fractions/decimals, comparing and ordering fractions/decimals, rounding,

prime/composite factors/multiples, improper fractions/mixed numbers, converting fractions/decimals/percent, order of operations, exponents, graphing, geometry (area and perimeter)

After both tests have been administered and assessed, students will receive a grade on the Basic Skills Test in Q. Students recommended for Algebra I in 7th grade will receive an email regarding placement in mid-May.

6 th Grade	7 th Grade	8 th Grade
6 th Grade Math	Pre-Algebra	Algebra Readiness
		Algebra Introductions
		Algebra 1 *Placement Criteria Listed Below
	Algebra 1 (<8%) *Placement Criteria Listed Below	Geometry (<7%) **Placement Criteria Listed Below

Percentages shown indicate the typical percentage of students who meet requirements of advance courses.

Transition to 9th Grade

In 8 th Grade, I am taking: Course Title	My grades in Qs 3 and 4 (average)	In 9 th grade, I will take:
Algebra Readiness	90% or higher	Algebra I (CP)
	Below 90%	Algebra IA (CP)
Introduction to Algebra	70% or higher	Algebra I (CP).
	Below 70%	Algebra IA (CP)
Algebra I	80% or higher	Geometry (CP): <i>Must Meet or Exceed standards on CAASPP Math exam.</i>
	Below 80%	Algebra I (CP) <i>unless I attend summer school Algebra I and bring my grade up to 80%. If I earn 80% or better over the summer, I will be eligible for Geometry. Appeals may be requested based upon the placement protocols specified below.</i>
Geometry	90% or Higher (all quarters) (with 90% or higher in Algebra I, all quarters)	Algebra II (H): <i>Must Exceed standards on CAASPP Math exam.</i>
	80% or Higher	Algebra II (CP): <i>Must Meet or Exceed standards on CAASPP Math Exam.</i>
	Below 80%	Geometry (CP) <i>unless I attend summer school Geometry and bring my grade up to 80%. If I earn 80% or better over the summer, I will be eligible for Algebra II (CP). Appeals may be requested based upon the placement protocols specified below.</i>

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).

OPHS Math and Science Coordination Chart

8 th Grade	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Algebra Readiness	Algebra 1A	Algebra 1B	Geometry	Algebra II
	No Science – Study Hall option	Foundations	CP or Biology H	CP or Chemistry H CP/AP Physics 1
Intro to Algebra	Algebra 1	Geometry	Algebra II	Finite, Statistics CP/AP or Math Analysis CP/H
	Foundations	CP or Biology H	CP or Chemistry H AP Physics 1	CP/AP Physics 1 or 2 (depending on Math), Anatomy & Physiology or AP Environmental
Algebra 1	Geometry	Algebra II or Algebra II H	Math Analysis CP/H Finite Math or Statistics CP/AP	Calculus AB/BC or Statistics CP/AP
	Foundations	Biology CP, H, AP	Chemistry CP, H, AP May also take AP Physics 1 or 2 (depending on Math)	AP Physics 1 or 2 (depending on Math), Anatomy & Physiology or AP Environmental
Geometry	Algebra II or Algebra II H	Math Analysis or Math Analysis H	Calculus AB/BC or Statistics CP/AP	Calculus AB/BC or Statistics CP/AP
	Foundations	Biology CP, H, AP	Chemistry CP, H, AP and may take AP Physics 1 or 2 (depending on Math)	AP Physics 1 or 2, Anatomy & Physiology or AP Environmental

To the Parent(s)/Guardian(s) of _____,

Medea Creek Middle School

OPUSD Board Policy 6152.1 outlines the Math Placement policies and procedures. According to this policy, "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." The placement criteria listed below reflects that policy, and the school's desire to balance student success, student stress, and finding the highest level of challenge for each individual student's abilities.

The end of the school year is approaching and we are scheduling classes for the upcoming year. **Pre-Algebra** serves as a critical building block for your child's future mathematics classes. We want each student to be successful as they progress through higher-level math classes, and as a result, careful consideration has been taken when recommending each student's placement next year.

We offer three math courses in 8th grade: **1) Algebra 1** is a very fast paced one- year course; **2) Algebra Introductions** is a fast-paced course in which students will have time to develop mastery of the concepts taught in preparation to complete Algebra I in 9th grade; and **3) Algebra Readiness** is for those students who are in need of filling major gaps in their math skills from 7th grade or previous years.

On the back of this document is an outline showing how students transition into their 9th grade math class from any 8th grade math class at Medea Creek Middle School. Please review the advancement paths associated with your child's recommendation. Both the high school and middle school math departments feel this structure will allow students to form a solid foundation that will help them to be more successful as they progress through higher-level math classes. Your child's placement is based upon the following:

Academic Grades

Qtr. 1 _____ Qtr.2 _____ Qtr.3 _____

Work Habits Grades

Qtr. 1 _____ Qtr.2 _____ Qtr.3 _____

Basic Skills Test Benchmark Exam Score

Spring _____% Spring _____%

RECOMMENDED 8TH GRADE PLACEMENT

Teacher's Name _____

Algebra Readiness _____ (to prepare for high school Algebra)

Algebra Introductions _____ (2-year Algebra course) **Algebra 1** (1-year Algebra course) _____

Parent Signature _____ Date _____

OAK PARK HIGH SCHOOL: 8th Grade to 9th Grade Math Transition

In 8 th Grade, I am taking: Course Title	My grades in Qs 3 and 4 (average)	In 9 th grade, I will take:
Algebra Readiness	90% or higher	Algebra I (CP)
	Below 90%	Algebra IA (CP)
Introduction to Algebra	70% or higher	Algebra I (CP).
	Below 70%	Algebra IA (CP)
Algebra I	80% or higher	Geometry (CP): <i>Must Meet or Exceed standards on CAASPP Math exam.</i>
	Below 80%	Algebra I (CP) <i>unless I attend summer school Algebra I and bring my grade up to 80%. If I earn 80% or better over the summer, I will be eligible for Geometry. Appeals may be requested based upon the placement protocols specified below.</i>
Geometry	90% or Higher (all quarters) (with 90% or higher in Algebra I, all quarters)	Algebra II (H): <i>Must Exceed standards on CAASPP Math exam.</i>
	80% or Higher	Algebra II (CP): <i>Must Meet or Exceed standards on CAASPP Math Exam.</i>
	Below 80%	Geometry (CP) <i>unless I attend summer school Geometry and bring my grade up to 80%. If I earn 80% or better over the summer, I will be eligible for Algebra II (CP). Appeals may be requested based upon the placement protocols specified below.</i>

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).

OPHS Math and Science Coordination Chart

8 th Grade	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Algebra Readiness	Algebra 1A	Algebra 1B	Geometry	Algebra II
	No Science – Study Hall option	Foundations	CP or Biology H	CP or Chemistry H CP/AP Physics 1
Intro to Algebra	Algebra 1	Geometry	Algebra II	Finite, Statistics CP/AP or Math Analysis CP/H
	Foundations	CP or Biology H	CP or Chemistry H AP Physics 1	CP/AP Physics 1 or 2 (depending on Math), Anatomy & Physiology or AP Environmental
Algebra 1	Geometry	Algebra II or Algebra II H	Math Analysis CP/H Finite Math or Statistics CP/AP	Calculus AB/BC or Statistics CP/AP
	Foundations	Biology CP, H, AP	Chemistry CP, H, AP May also take AP Physics 1 or 2 (depending on Math)	AP Physics 1 or 2 (depending on Math), Anatomy & Physiology or AP Environmental
Geometry	Algebra II or Algebra II H	Math Analysis or Math Analysis H	Calculus AB/BC or Statistics CP/AP	Calculus AB/BC or Statistics CP/AP
	Foundations	Biology CP, H, AP	Chemistry CP, H, AP and may take AP Physics 1 or 2 (depending on Math)	AP Physics 1 or 2, Anatomy & Physiology or AP Environmental

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.3.a. APPROVE ACCEPTANCE OF DONATIONS

ACTION

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

BACKGROUND: The following donations has been made to the District:

Site/Program	Gift/Donor	Gift
Red Oak Elementary School	Labor and Installation of Tiles Royal Kitchen and Flooring	\$532.13
OPUSD Softball/Baseball Field	Distributing existing clay in the infield and warming track and general cleanup. BrightView Landscape Services Inc.	\$750

RECOMMENDATION: Accept the donations with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
**SUBJECT: B.3.b. APPROVE MEASURE S 2019 MASTER PLAN UPDATE AND
RELATED FUNDING OPTIONS**

DISCUSSION/ACTION

ISSUE: Shall the Board of Education approve the Measure S 2019 Master Plan update and related funding options?

BACKGROUND: The Measure S Planning Committee, comprised of parents, teachers, principals, district-level staff, architect, and construction management team, has met monthly since September 2018 to review and update Measure S project priorities for 2019. At its most recent meeting, held on April 8, 2019, the Committee received three options or scenarios for its consideration, reaching consensus on Scenario 3 as its recommendation to the Board for priority projects to be addressed over the next several years. The Board received the three scenarios and the Committee recommendation, as well as other funding and background information at its special study session meeting on the Measure S Master Plan update on April 11, 2019. After receiving the information and ensuing discussion and input, the Board requested that staff develop two additional scenarios and provide additional funding information for its consideration and possible action. The requested information, including the six potential Master Plan scenarios and related funding information and options may be accessed at the following link: <http://bit.ly/2IxCVmd>

ALTERNATIVES:

1. Select and approve one of the accompanying scenarios as presented as the updated 2019 Measure S Master Plan, and direct staff to proceed with its implementation.
2. After discussion, select, modify and approve one of the accompanying scenarios as the updated 2019 Measure S Master Plan, and direct staff to proceed with its implementation.
3. After discussion, direct staff to return to the Board at a subsequent meeting with additional background information and/or scenarios for the Board's consideration and possible action.

FISCAL IMPACT: Approval of the updated Measure S Master Plan will establish the expenditure plan for the Measure S Bond Fund for the 2019-20 fiscal year. Specific Board approval will be obtained prior to any actual Measure S expenditures under the plan.

RECOMMENDATION: At the Board's discretion

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETNG, APRIL 23, 2019

Approve Measure S 2019 Master Plan Update

And Related Funding Options

Page 2

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: APRIL 23, 2019
SUBJECT: B.3.c. APPROVE AND AUTHORIZE PROJECT 19-07F, CHROMEBOOK 1:1 TAKE HOME PROGRAM IMPLEMENTATION FOR GRADES 5-12

ACTION

ISSUE: Shall the Board authorize technology Project 19-07F, Chromebook 1:1 Take Home Program Implementation for Grades 5-12, as recommended by the District Technology Committee, to be funded jointly from the General Fund and Measure S bond fund?

BACKGROUND: After careful study and consideration, the District Technology Committee recommends the approval and authorization of Project 19-07F, an expansion of the district's existing 1:1 Take Home Chromebook pilot program at 6th grade to grades 5-12 as the most cost-effective way to provide students with the mobile computing tool they need to engage with 21st century curriculum and learning practices.

By combining the needed refresh of 1600 near-obsolete Chromebooks with an additional 540 new Chromebooks, the District can initiate a Grades 5-12 Take-home Chromebook program in the Fall of 2019 that will provide the foundation for a sustainable 1:1 Chromebook program going forward. Funding for the first year of implementation would come from a combination of the General Fund, Measure S bond fund, and parent participation in a Lease to Own (LTO) program, all of which would total \$1,070,000. Of this, the General Fund would contribute \$400,000 and Measure S would contribute \$670,000. The cost to both funds would be offset by parent LTO participation revenues, estimated to be \$372,600 (depending on parent participation rates).

The cost of sustaining the device acquisition costs of the Grades 5-12 Chromebook 1:1 Take Home program would be \$400,000 per year in the following years with a net cost to the district of approximately \$250,000 from the General Fund, with the balance contributed by parents through the LTO program. Details of the Grades 5-12 Chromebook 1:1 take home program implementation follow for the Board's information.

FISCAL IMPACT: The proposed project will be funded jointly from the District's General Fund (Fund 01) and Measure S bond fund (Fund 211) in 2019-20; the ongoing cost of sustaining the program will be borne by the General Fund, beginning with the 2020-21 school year.

ALTERNATIVES:

1. Authorize technology Project 19-07F, Chromebook 1:1 Take Home Program Implementation for Grades 5-12, establishing a 2019-20 project budget of \$1,070,000, to be funded jointly from the General Fund (\$400,000) and Measure S bond fund (\$670,000), and approve the purchase of the technology equipment required for implementation.
2. Do not authorize the project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, APRIL 23, 2019

Approve and Authorize Project 19-07F, Chromebook 1:1

Take Home Program Implementation for Grades 5-12

Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Technology Resource Request
Chromebooks for 1 to 1 Program Grades 5-12 and Refresh of Obsolete

1) **Name of Administrator:** Enoch Kwok, Director of Technology

2) **Date Submitted:** 2/27/2019

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

Purchase 2140 Chromebooks to replace obsolete Chromebooks and provide sufficient devices for a take home 1:1 Chromebook program in grades 5-12 beginning Fall 2019.

The district would purchase the devices and offer parents the opportunity to acquire them via a Lease To Own program, similar to what was done through our 6th grade pilot this year.

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

All students grades 5-12 will be required to have a take home Chromebook for the 2019-2020 school year. Depending on the grade level, different vintages of Chromebooks would be issued to the students.

Grade 5 - new Chromebooks (Dell 5190) (take home)

Grade 6 - new Chromebooks (Dell 5190) qty 380

Grade 7 - already have existing Dell 5190's (zero - existing)

Grade 8 - older Dell 3120 (last year of use)

Grade 9 - new Chromebooks (Dell 5190) qty 400

Grade 10 - new Chromebooks (Dell 5190) qty 400

Grade 11 - new Chromebooks (Dell 5190) qty 400

Grade 12 - older Dell 3189 touch screen

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

1600 Chromebooks would be to replace existing Dell Model 3120 that are going obsolete districtwide. 540 Additional Chromebooks would be used to provide for the 1:1 program at the MS and HS.

We would prioritize putting the newest 5190 Chromebooks at grades 5, 6, 9, 10, 11.

Grade 8 students would receive older Dell model 3120 (no touch screen).

Grade 12 students would be issued Dell model 3189 Chromebooks (Touch screen enabled)

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

2140 Chromebooks x \$500 each - \$1,070,000

If parents participate in LTO program a portion of that money may come back to the district

In the 6th grade pilot, there was a 75% participation rate in the LTO program. In the end, the district paid about 55% of the total cost of the 6th grade pilot and parents ended up paying 45%.

It is uncertain whether the participation rate would change significantly once it is expanded to grades 7-12.

First year cost (2019-2020) \$720,000

Second and subsequent year cost to sustain annually: \$200,000 to \$250,000 depending on parent LTO participation rate.

District Tech Department will monitor the level of tech support required and constantly evaluate whether or not there is enough tech support staff on hand to manage the additional Chromebooks. If we are able to migrate to a more reliable Chromebook (say Acer instead of Dell), we may have less need for tech support help that we have experienced the past two years.

District Tech Department will monitor the network utilization, particularly internet bandwidth with ISP as well as the district to school Wide Area Network data lines to make sure there is enough capacity to handle increased data traffic. There may be an incremental monthly cost to purchase higher capacity data pipes. If data consumption continues to climb, the district may reach a bottleneck with its existing Firewall and Internet Content Filter. Those are slated to be refreshed with higher capacity models in 2020-2021. If the district reaches capacity on the existing equipment, we may pull forward those network appliance refreshes to the 2019-2020 school year to maintain pace with increased bandwidth utilization.

District Tech Department will monitor the need for additional teacher support to implement 1:1 at the high school. Currently one Tech TOSA focuses on the Middle School and High School, while the other TOSA helps with Elementary, the computer labs, and the after school program. The district may find that one TOSA is not sufficient to cover both HS and MS with both moving to take home 1:1 program in order to maximize program effectiveness.

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

Students, Tech department

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

Summer 2019

Chromebook 1:1 Program Expansion FAQ's

Updated March 27, 2019 by Enoch Kwok, OPUSD Director of Technology

- **Measure S Funding:** As we've discussed as a board and district, we need to be careful relying on the bond to fund devices moving forward. Perhaps we think about carving out \$500K or more from our budget this year for technology.

In our projections of cost for moving our district to a 1:1 Chromebook program grades 5-12 in the first year (including the refresh of existing Chromebooks that are going to need replacing due to obsolescence) is a gross cost of about \$1,070,000. If we factor in parent participation in a Lease To Own program (with 75% participation in Grades 5 and 6 and 35% participation in grades 9, 10, and 11, with a parent contribution of \$360 over two years toward a total device cost of \$500), the district cost in the first year is about \$720,000. In the second and subsequent years of this grades 5-12 Chromebook 1:1 program, we would be introducing new Chromebooks in Grades 5 and 9 (about 800 devices) and figuring the same participation rates, it would cost a little more than \$250,000 each year to sustain going forward. If the participation rate increases to 75% (at both Grade 5 and Grade 9 going forward, the annual cost to the district would drop to \$200,000 to sustain the Chromebook program going forward). See worksheet below. We have determined that going 1:1 LTO grades 5-12 is the most cost effective method because the districts needs fewer Chromebooks than putting them on classroom carts, and the district can get parents to chip in for the cost of the refresh of 1600 expiring Chromebooks which was already in the long term budget for Measure S. By expanding the 1:1 LTO program to grades 5-12, we benefit from parent partnership at all grades, instead of just 6th grade as is the present case.

- **Chromebooks:** Are Chromebooks are the right devices for high school students? Will high school parents purchase these devices, or will the district need to fund most of these? Have we surveyed 8th grade and high school parents like we did for the middle school? Are these devices capable to support the curriculum at the high school (engineering, graphics)? Will students be carrying around multiple devices?

Chromebooks are the best devices for mass adoption at the high school because of cost, integration with Google Apps for Education, and most importantly, manageability. Manageability is important in three aspects the - ability to provide a secure network connection (the ability of district to remotely control security certificates and network settings to ensure the device can reliably access the appropriate WiFi network and while also maintaining the district's ability to filter the student activity on the network), ability of the tech department to support devices when they are not working (troubleshooting and repair of broken devices is much more feasible when only dealing with a single platform or standard device than an unlimited number of types of devices), and the ability of teachers to manage the student devices' screen for class management, direction of student attention, and test security. Inability to ensure that any of the three areas of manageability are deal breakers. Chromebooks are currently the only device that the district has the wherewithal to confidently provide an acceptable level of manageability in a 1:1 environment. The district does not have the resources nor the expertise to provide acceptable levels of manageability for any other 1:1 platform outside of Chromebooks. The high school already provides the necessary Windows PC's for engineering and Mac workstations for Graphics in computer labs during school time. Not every student needs access to an engineering grade computer, and even in a BYOD environment, the district is not able to install engineering and graphic arts software on computers it does not own (such as BYOD) due to the

nature of district software licenses. Unless the district is considering purchasing engineering and graphic software for installation on privately owned devices, (which would be extremely cost prohibitive, let alone being in danger of being a gift of public funds), BYOD for use in engineering/graphic arts students is a non-starter. A uniform device platform, such as 1:1 Chromebooks, is the only way the district can guarantee that all student devices share the same software and that it is properly licensed and will work flawlessly on that devices without variation. OPUSD uses a variety of software apps, extensions, and programs that are not available on all device platforms. In a BYOD device agnostic program, a student on one platform (say windows) may not have access to the appropriate software, app, or extension that is available on a different platform. Teachers would be hamstrung in being able to conduct a lesson since only a fraction of the students would have the appropriate extension or software on their device.

- **BYOD: Has there been an analysis of why buying Chromebooks is better than investing in infrastructure and resources to support a BYOD program?**

See above. A 1:1 program based on a device agnostic BYOD would likely fail due to the inability of the district to ensure security and manageability as described above. The district would also incur a potential liability for having to make a personal device work on the district's network in a manner that provides equitable access to instruction. Failure to do so would open the district up to a violation of the Williams act - the district's mandate to provide textbooks or access to textbooks to all students. Ensuring that a personal device can operate on the district's network safely and reliably means installing security certificates, potential remote control software, and potentially anti-virus software onto a privately owned device. Who do you think is going to be liable to fix the computer if the software does not work or breaks something on the privately owned computer at home (let's say the security software prevents the privately owned device from printing to their home computer)? The district does not want to get into a situation where it is liable to troubleshoot a privately owned device and be made to "fix" a software bug or incompatibility that the district's management software and security certificates may introduce to the privately owned computer. The parents could claim that it was the district's management software which caused their privately owned device to fail at home even though that was not truly the case and the parent was speaking out of suspicion or ignorance. Because the district had loaded district security and management software on the device, the parent could try to compel the district to fix a problem that they THOUGHT was caused by the district software but in the end had no bearing on district software. The district does not have the resources nor the expertise to take on this type of damage control or liability for a privately owned device. The cost benefit analysis fails at the level of liability to the district for a privately owned device even before the dollar cost of the devices is considered.

- **Teachers: What do the high school teachers want?**

High School teachers want more access to Chromebooks than are currently available on Chromebook carts in a fraction of the classrooms. Only Science and English classrooms at the high school currently have Chromebook carts. Many departments are clamoring for access to Chromebook carts that we don't have to give to them. (Foreign language, math, Social Science departments don't have access to as many Chromebook carts as they need).

Chromebook 1:1 LTO Participation Rate Worksheet																	
Updated 4/8/2019 by Enoch Kwok, Director of Technology																	
K-8 Participation Rate		75%		HS Participation Rate		40%											
Device Unit Actual Cost		\$ 500		Parent LTO Contribution		\$ 360		District contribution		\$ 140							
Total Devices Acquired		2140		Refresh Devices		1600		Add'l devices for 1:1 implementation		\$ 540							
Gross Program Cost		\$ 1,070,000						Sustaining Devices		800							
Participation						subtotal parent											
Grade	# Students	Rate	Participants	Parent Pay	contribution	Net Savings	Cost to District	Cumulative Cost to District									
Limited Expansion of LTO (only grades 6 and 9)																	
6	380	75%	285	\$ 360	\$ 102,600												
9	400	40%	160	\$ 360	\$ 57,600												
						\$ 160,200	\$ 909,800	This is the District's first year net cost of a limited rollout of 1:1 Chromebooks with only Grades 6 and 9 but including refresh									
Full Expansion of LTO (all grades 5-12)																	
5	360	75%	270	\$ 360	\$ 97,200												
10	400	40%	160	\$ 360	\$ 57,600												
11	400	40%	160	\$ 360	\$ 57,600												
						\$ 212,400	\$ 697,400	This is the District's first year net cost of the recommended 1:1 Take home Chromebook program at grades 5-12									
Conservative LTO participation rate in follow-on years:																	
Ongoing Annual Cost of sustaining the program (Years 2, 3, 4, etc.) District buys 800 devices (\$400,000)																	
5	360	75%	270	\$ 360	\$ 97,200												
9	400	40%	160	\$ 360	\$ 57,600												
						\$ 154,800	\$ 245,200	This is the District's annual ongoing cost after the first year to sustain the program with conservative rate of parent LTO participation									
Optimistic LTO participation rate in follow-on years:																	
Ongoing Annual Cost of sustaining the program (Years 2, 3, 4, etc.) District buys 800 devices (\$400,000)																	
5	360	75%	270	\$ 360	\$ 97,200												
9	400	75%	300	\$ 360	\$ 108,000												
						\$ 205,200	\$ 194,800	This is the District's annual ongoing cost after the first year to sustain the program with an optimistic rate of parent LTO participation									
Refresh of obsolete Chromebooks only (1600 devices)																	
	1600			\$500			\$800,000	This is the District's cost in 2019-20 just to refresh the existing Chromebooks that are going obsolete with no take home 1:1 program									

[illegible][illegible][illegible][illegible][illegible][illegible]

						\$ 160,200	\$ 909,800	This is the District's first year net cost of a limited rollout of 1:1 Chromebooks with only Grades 6 and 9 but including refresh
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Full Expansion of LTO (all grades 5-12)					

10	400	40%	160	\$ 360	\$ 57,600
11	100	10%	100	\$ 260	\$ 26,000

[illegible][illegible][illegible][illegible][illegible][illegible]

		\$ 205,200	\$ 194,800	This is the District's annual ongoing cost after the first year to sustain the program with an optimistic rate of parent LTO participation.
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[illegible]

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.3.d. APPROVE AND RATIFY MEASURE S PROJECT 19-05S, EMERGENCY TRELLIS AND BEAM REMOVAL AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School, and ratify a construction contract associated with this work, funded from the Measure S bond fund, with costs offset by insurance coverage reimbursement?

BACKGROUND: On Saturday, March 23, 2019, District maintenance and grounds personnel were removing rotting wooden trellis installations at various locations on the Medea Creek Middle School campus, all identified as a potential safety hazard. During the course of that removal near classrooms, maintenance and construction management staff identified significant deterioration in the stucco beam overhang at the northwest corner of Building C. The beams are aesthetic architectural features, not integral to the building structure. The District Director of Sustainability, Maintenance, and Operations met with structural engineers, District insurance representative and structural engineer over the weekend and determined that removal of the trellises and beams at all locations is essential for safety and requires immediate action. As a matter of urgency, and after review by the Measure S Subcommittee, Administration accepted the following proposal for this work, now identified as Measure S Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School:

COMPANY	SCOPE OF WORK	AMOUNT
Omega Construction Co.	Beam/Trellis Removal	\$ 57,000

Removal of the beam and trellis at the northwest corner of Building C was performed on April 2-3, 2019. The balance of the work will be performed during Spring Break, April 15-22, 2019. Upon completion, there will be additional sheet metal work required to finish this project, and for that reason, it is recommended that a budget of \$80,000 be established for this project. It is respectfully requested that the Board ratify the award of the contract as recommended.

FISCAL IMPACT: The proposed contract will be funded from Fund 211 (Measure S bond fund), and will be added to the Measure S Master Plan. It is anticipated that the cost of this work will be reimbursed from the District's insurance coverage, which when received will be deposited in the Measure S bond fund.

ALTERNATIVES:

1. Authorize Measure S Project 19-05S, Emergency Trellis Removal at Medea Creek Middle School, establishing a project budget of \$80,000, including a 10% contingency; and ratify the award of a construction contract to Omega Construction Company, Inc. for this work, in the amount of \$57,000, to be funded from the Measure S bond fund and District insurance.
2. Do not authorize and ratify a construction contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, APRIL 23, 2019

Approve and Ratify Measure S Project 19-05S,
Emergency Trellis and Beam Removal at
Medea Creek Middle School
Page 2

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	_____	_____	_____	_____

GENERAL BUILDING AND PAINTING CONTRACTORS

P.O. BOX 7038 NORTHRIDGE CA 91327

CSLB B C33 464910 DIR 1000001443

ph. (818) 364-9421 fax (818) 364-9422

Date : March 29, 2019

Proposal # 19-32901

Brendan Callahan

Director of Sustainability, Maintenance, and Operations

Oak Park Unified School District

(818) 355-7176

Project Location: Medea Creek Middle School Wood and Stucco Demo

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

I. Scope of Work

- Demo and dispose wood beams as shown on construction documents prepared by Structural Engineer Will A Lambert.
- Areas included are A1 - A7, B1 and C1.
- Provide Dumpster for all debris removal.
- Work to take place in 2 mobilizations.
- 1st Mobilization - Take care of Area A1.
- 2nd Mobilization - Remainder of Areas.
- Prep, prime and Paint all new sheet metal installed by others.
- All sheet metal work is excluded from this Proposal

All the above work to be completed for the sum of Fifty Seven Thousand Dollars.

{ \$57,000.00 }

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

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

Respectfully Submitted,

Acceptance:

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

**By:
Date:**

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 2019

**SUBJECT: B.3.e. AUTHORIZE AND RATIFY MEASURE S PROJECT 19-06S,
INTERACTIVE FLAT PANEL DISPLAY REFRESH/REPLACEMENT
AT OAK HILLS ELEMENTARY SCHOOL**

ACTION

ISSUE: Shall the Board authorize and ratify Measure S Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School (OHES), as recommended by the District Technology Committee, Measure S Subcommittee, and as authorized by the Superintendent, utilizing Measure S bond funds?

BACKGROUND: After considering District options to mitigate an identified safety concern with improperly installed SMARTboards at OHES, the Technology Committee and Measure S Subcommittee are requesting that the Board authorize Measure S Project 19-06S for interactive flat panel display refresh/replacement, and ratify the associated purchase contract for the equipment.

Ten years ago, 14 legacy SMART interactive whiteboards were installed in Oak Hills Elementary School (OHES) pod classrooms using a method that proved to be unsound and a potential safety hazard. Rather than proceed with a temporary fix, the Administration believes it is more prudent to move forward with the refresh of those interactive whiteboards, already scheduled within the next few years, replacing them with next generation interactive flat panel displays. Funding is already earmarked for whiteboard refresh with interactive flat panel displays in the Measure S technology spending plan.

As proposed, this project will occur over Spring Break, April 15-22, 2019, to minimize impact on instruction and expeditiously remove the potential safety hazard. The project will provide OHES with mobile Flat Panel Displays on carts, which are a better fit for the pod room layout. It includes the dismantling of the old interactive whiteboards, installation of the new flat panel displays, and training, included at no additional cost. Two quotations for this project, for the purchase of the new equipment, and for the removal and/or relocation of the de-commissioned SMARTboards, follow for the Board's information. It is recommended that the Board authorize a budget of \$83,000 for this project.

FISCAL IMPACT: The cost of the proposed project is included in the Measure S Master plan and will be funded from the Measure S bond fund (Fund 211).

ALTERNATIVES:

1. Authorize and ratify Measure S Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School, establishing a project budget of \$83,000, and ratify the award of a purchase contract with STS Education, in the total amount of \$82,709, funded from the Measure S bond fund.
2. Do not authorize the project and ratify the purchase contract.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, APRIL 23, 2019

Authorize and Ratify Measure S Project 19-06S,
Interactive Flat Panel Display Refresh/Replacement
At Oak Hills Elementary School
Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



Company Address 130-A W. Cochran St.
Simi Valley, CA 93065
US

Created Date 4/4/2019
Expiration Date 4/29/2019
Quote Number 00064832

Prepared By Vince Dempsey
Email vince.dempsey@stseducation-us.com

Account Name Oak Park Unified School District
Contact Name Enoch Kwok
Phone (818)735-3201
Email ekwok@opusd.org

Bill To Name Oak Park Unified School District
Bill To 5801 Conifer Street
Oak Park, CA 91377
USA

Ship To Name Oak Park Unified School District
Ship To 5801 Conifer Street
Oak Park, CA 91377-3900

Quantity	Line Item Description	Sales Price	Calculated Total Price
14.00	Promethean ActivPanel V6 75" 4K with ActivConnect OPS - P/N: AP6-75A-4K	\$3,599.00	\$50,386.00
14.00	CA Environmental Electronic Waste Fee - Collected 35+" - \$7 per unit	\$7.00	\$98.00
14.00	Promethean Mobile Adjustable Stand System for use with 75" ActivPanel - AP75ASM	\$1,169.00	\$16,366.00
14.00	Professional de-installation and disposal of 13 Legacy Smart Boards, assembly of 14 adjustable mobile stands, secured mounting of 14 Promethean panels. Uninstall and re-installation of 1 legacy Smart Board from one location to another.	\$425.00	\$5,950.00
1.00	LTL Shipping Charge - CA - Promethean	\$1,769.00	\$1,769.00
1.00	CMAS Contract # 3-19-00-0515B	\$0.00	\$0.00

Subtotal \$74,569.00
Tax \$7,839.52
Grand Total \$82,408.52

All sales are subject to applicable sales tax at the time of shipment.

Financing options available on Approved Credit.

STS stands behind the products and services we provide. For more information on our complete suite of warranties and guarantees, click [here](#)

stseducation-us.com



Company Address 130-A W. Cochran St.
Simi Valley, CA 93065
US

Created Date 4/12/2019
Expiration Date 5/12/2019
Quote Number 00065196

Prepared By Vince Dempsey
Email vince.dempsey@stseducation-us.com

Account Name Oak Park Unified School District
Contact Name Enoch Kwok
Phone (818)735-3201
Email ekwok@opusd.org

Bill To Name Oak Park Unified School District
Bill To 5801 Conifer Street
Oak Park, CA 91377
USA

Ship To Name Oak Park Unified School District
Ship To 5801 Conifer Street
Oak Park, CA 91377-3900

Quantity	Line Item Description	Sales Price	Calculated Total Price
1.00	Professional de-installation and relocation of 1 Legacy SmartBoard from Brookside Elementary to Oak Park High School Conference Room R16C	\$300.00	\$300.00

Subtotal \$300.00
Tax \$0.00
Grand Total \$300.00

All sales are subject to applicable sales tax at the time of shipment.

Financing options available on Approved Credit.

STS stands behind the products and services we provide. For more information on our complete suite of warranties and guarantees, click [here](#)

stseducation-us.com

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 2019

**SUBJECT: B.3.f. 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:

Contractor		Base Bid		Alternate Bid
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, APRIL 23, 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,

Anthony W. Knight, Ed.D.
Superintendent

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

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



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

March 6, 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 preliminary construction budget for the DSA Certification work and interior remodel and fencing was \$1,023,416.00.

Contributing to the construction budget over-run is that the Construction industry remains extremely busy and that this a complex project introduced to the market when there are less complicated projects available during the busy summer vacation schedule. In addition, this project follows a very aggressive 45-day construction schedule which requires careful planning and several concurrent activities ongoing at the same time.

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 a total Project Budget of \$1,336,274.00, which includes a Contingency of \$71,568.00 and a soft cost commitment of \$274,879.00.

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

Respectfully,

Dennis Kuykendall
Senior Project Executive, Balfour Beatty Construction

Attachments: Bid Sheet Tabulation
Project Budget

cc. Keith Henderson, OPUSD
Leon Cavallo, BBC

[illegible]

17-47S Brookside Admin Post Bid Budget			
	Planning Costs	Construction Hard Cost	Adjusted Budget-Final
6240	Preliminary Testing		\$ -
6250	A/E		\$ 128,721.00
6251	DSA Fees		\$ 16,683.71
6251	CDE Fee's		\$ -
6259	Other Costs-Planning		\$ 1,979.65
	Construction Costs		
6209	Main Construction Contractor	\$ 989,827.00	\$ -
6272	CM Fees		\$ 82,252.00
6274	Other Costs-Construction		\$ -
			\$ -
	Construction Testing		\$ -
6280	Construction Tests		\$ 11,322.00
			\$ -
	Construction Inspection		\$ -
6290	Construction Inspection		\$ 33,920.00
			\$ -
	Furniture & Equipment		\$ -
4300	Material & Supplies		\$ -
			\$ -
Total Soft Cost			\$ 274,878.36
	Project Contingency		
6299	Project Contingency		\$ 71,568.00
Project Budget Grand Total			\$ 1,336,273.36

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 2019
SUBJECT: B.3.g. 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 25th, 2019
Estimated project completion date July 25th, 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 25th, 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: APRIL 23, 2019
SUBJECT: B.3.h. APPROVE AGREEMENT FOR DSA TESTING AND 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 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,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park Unified School District
5801 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
Soils:			
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
Concrete:			
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
Reinforcing Steel:			
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
Structural Steel:			
Shop Welding Inspection - material ID, welders certs & weld procedures)	\$ 88 hr	8	\$ 704.00
Field Welding Inspection	\$ 104 hr	40	\$ 4,160.00
Miscellaneous:			
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
TOTAL:			\$ 11,322.50

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: APRIL 23, 2019
**SUBJECT: B.3.i. APPROVE ARCHITECTURAL SERVICES AGREEMENT
FOR MEASURE S PROJECT 19-08S, DSA CERTIFICATION OF
OAK PARK NEIGHBORHOOD SCHOOL BUILDINGS**

ACTION

ISSUE: Shall the Board approve an architectural services agreement for Measure S Project 19-08S, DSA Certification of Oak Park Neighborhood School Buildings?

BACKGROUND: The District's architect provided notice that the buildings comprising the Oak Park Neighborhood School (OPNS) have never received a certification and closure notice from the Division of the State Architect (DSA). As a first step to remedy this deficiency, in 2018, the District engaged BCA Architects, structural engineers Welsh Structures, Inc., and Kenco Construction Services, who inspected and provided written verification of the buildings' structural soundness. Nevertheless, as the buildings will continue to be used as the District's preschool, it is necessary to bring them up to DSA requirements to obtain the certification. As its next step, the District has solicited the accompanying proposal from BCA Architects to develop and submit construction plans to DSA on behalf of the District in order to obtain the mandated Notice of Closure with Certification letter from the agency. It is recommended that the Board approve architectural services agreement with BCA Architects, in the amount of \$189,285 for Measure S Project 19-08S, DSA Certification of Oak Park Neighborhood School Buildings.

FISCAL IMPACT: The project is included in the Measure S Master Plan, and the cost of the proposed contract is included in the total approved budget for this project.

ALTERNATIVES:

1. Approve an architectural services agreement for Measure S Project 19-08S, DSA Certification of Oak Park Neighborhood School Buildings, with BCA Architects, in the amount of \$189,285, funded from the Measure S bond fund.
2. Do not approve the consulting agreements.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



March 20, 2019

Anthony Knight, ED.D
Superintendent
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377

Re: Architectural Services for: Oak Hills Elementary School – Light Modernization and DSA Certification of existing Portable Classrooms 16, 17, 18 & 24 DSA
1010 North Kanan Road, Oak Park, CA 91377

Dear Mr. Knight:

Enclosed for your review and approval is our standard Letter Agreement to provide services for the scope of work described below. We propose to provide these services on an hourly not-to-exceed basis, plus expenses.

Scope of work:

- BCA's understanding is that the District wishes to obtain DSA certification and perform light modernization of their existing Kinder Classroom Portables #16, 17 and 18 [under DSA A#58074] and Discovery Kinder Classroom Portable #24 (possibly under DSA A#67074).
- The District believes that we have all documentation needed to certify the 16, 17 and 18 Portable classrooms except a DSA-6PI for Portable Classroom 16, which should now be available as the non-conforming work was removed last summer.
- In addition, the District wishes to abandon the existing non-compliant restrooms and classroom sinks and provide new compliant restrooms and classroom sinks in all four portables.
- Portables 16 & 17 are to be retrofitted with new rear exit doors and concrete ramps/walks.
- Portable 24 is to be retrofitted with a new front door and concrete ramp/walk.
- All portables are to receive new interior floor finish and paint, new ceiling tiles.
- Site work includes replacing the stair at portable 24 with a compliant ramp, chain link fence removal, new ornamental fence adjacent portable 16 and miscellaneous asphalt and portables siding repairs per the site walk 3/5/19.

Based on our experience with DSALA and the Brookside Administration Building we are including the following consultant scopes:

1. Welsh Structures for wall and floor framing and any necessary structural up grades, site concrete ramp and walk details, and inclusion of pertinent structural upgrade work done last summer, including:
 - a. Prior to completing the DSA back check process to get the application approved, we will need to coordinate destructive inspections with all lab and inspection reports as agreed to by DSA.
 - b. Portables 16 & 17 – provide for removal rear window and installation of a door with side light; provide infill framing detail; Exterior concrete ramp and sidewalk. Provide ramp structural details and walk details; specify concrete.
 - c. Provide for new front door for Portable 24 (opening was previously abandoned).
 - d. Provide for new restrooms in portables: provide detail to frame out around toilet waste line when it hits a floor joist. Provide interior wall framing/bracing details for the new walls.



- e. Once drawings are approved under new "A" number, WSI will provide CA services such as reviewing shop drawings and mix designs, responding to RFI's, handling field inquiries and assisting with DSA Closeout.
2. Pocock Design for plumbing drawings, including:
 - a. Plumbing scope will include extension of the new sanitary sewer and water line to points of connection at the new portable restroom building to the existing sewer and water on the site; with the remainder of the building pre-piped.
 - b. Provide new two (2) ADA water closets and one (1) ADA lavatory in each existing portable classroom building.
 - c. Provide demolition plumbing for existing two (2) Non-ADA water closets and one (1) Non- ADA lavatory in each existing portable classroom building.
3. Craig Hood for electrical engineering services, including:
 - a. Site visit to document existing portable classroom power supply
 - b. Site power plan of portable power connections
 - c. Fire alarm plan, riser diagram, calculations, CSFM cut sheets for full DSA document submittal.
 - d. Electrical single line diagram
 - e. Electrical load calculations and documentation
 - f. Electrical/grounding equipment details

Proposed sequence of events:

1. As structural upgrades to remove non-conforming work and testing were completed last summer, the District IOR signs off on Stephanie's structural corrections.
3. DSA approves the test results.
4. BCA prepares the plan documents and DSA submittal forms, and then submits the project for plan check.
5. BCA makes any needed corrections and goes to back check and obtains stamp out.
6. Project certification is obtained.

Fee: Hourly not-to-exceed \$172,285, plus reimbursable expense budget of \$17,000

The following documents are enclosed:

- BCA's Terms of Agreement for Architectural Services
- BCA's standard hourly 2019 Fee Schedule (Attachment A)
- BCA's standard 2019 Reimbursable Expenses Schedule (Attachment B)
- Estimated fees and expense budget (Attachment C)
- Consultant Fee Proposals

After your review of these documents, please acknowledge the District's acceptance by signing and returning a copy to our office. Please feel free to contact me with any questions you may have.

Sincerely,
BCA Architects

A handwritten signature in black ink, appearing to read 'Brian P. Whitmore'.

Brian P. Whitmore, AIA, LEED AP
President

cc: Keith Henderson, Construction Manager
Michael Henning, Senior Construction Administrator, Associate Principal
James E. Moore IV, Architect, LEED AP, Chief Operating Officer
BCA Accounting



March 20, 2019

TERMS OF AGREEMENT

Oak Hills Elementary School – Light Modernization and DSA Certification of existing Portable Classrooms #16, 17, 18 and 24

Client: Oak Park Unified School District

Architects: Bunton Clifford Associates, Inc.
Brian P. Whitmore, AIA, LEED AP (C30345)

I Charges for Architectural Services for the project shall be an **hourly basis not to exceed \$172,285** using the hourly rates within the attached Fee Schedule. This fee structure will apply to additional services identified by the client. **Reimbursable Expense budget is \$17,000.**

II BCA will perform the following services:

Scope of work:

- BCA's understanding is that the District wishes to obtain DSA certification and perform light modernization of their existing Kinder Classroom Portables #16, 17 and 18 [under DSA A#58074] and Discovery Kinder Classroom Portable #24 (possibly under DSA A#67074).
- The District believes that we have all documentation needed to certify the 16, 17 and 18 Portable classrooms except a DSA-6PI for Portable Classroom 16, which should now be available as the non-conforming work was removed last summer.
- In addition, the District wishes to abandon the existing non-compliant restrooms and classroom sinks and provide new compliant restrooms and classroom sinks in all four portables.
- Portables 16 & 17 are to be retrofitted with new rear exit doors and concrete ramps/walks.
- Portable 24 is to be retrofitted with a new front door and concrete ramp/walk.
- All portables are to receive new interior floor finish and paint, new ceiling tiles.
- Site work includes replacing the stair at portable 24 with a compliant ramp, chain link fence removal, new ornamental fence adjacent portable 16 and miscellaneous asphalt and portables siding repairs per the site walk 3/5/19.

Based on our experience with DSALA and the Brookside Administration Building we are including the following consultant scopes:

1. Welsh Structures for wall and floor framing and any necessary structural up grades, site concrete ramp and walk details, and inclusion of pertinent structural upgrade work done last summer, including:

- a. Prior to completing the DSA back check process to get the application approved, we will need to coordinate destructive inspections with all lab and inspection reports as agreed to by DSA.
- b. Portables 16 & 17 – provide for removal rear window and installation of a door with side light; provide infill framing detail; Exterior concrete ramp and sidewalk. Provide ramp structural details and walk details; specify concrete.
- c. Provide for new front door for Portable 24 (opening was previously abandoned).
- d. Provide for new restrooms in portables: provide detail to frame out around toilet waste line when it hits a floor joist. Provide interior wall framing/bracing details for the new walls.
- e. Once drawings are approved under new “A” number, WSI will provide CA services such as reviewing shop drawings and mix designs, responding to RFI's, handling field inquiries and assisting with DSA Closeout.
2. Pocock Design for plumbing drawings, including:
 - a. Plumbing scope will include extension of the new sanitary sewer and water line to points of connection at the new portable restroom building to the existing sewer and water on the site; with the remainder of the building pre-piped.
 - b. Provide new two (2) ADA water closets and one (1) ADA lavatory in each existing portable classroom building.
 - c. Provide demolition plumbing for existing two (2) Non-ADA water closets and one (1) Non- ADA lavatory in each existing portable classroom building.
3. Craig Hood for electrical engineering services, including:
 - a. Site visit to document existing portable classroom power supply
 - b. Site power plan of portable power connections
 - c. Fire alarm plan, riser diagram, calculations, CSFM cut sheets for full DSA document submittal.
 - d. Electrical single line diagram
 - e. Electrical load calculations and documentation
 - f. Electrical/grounding equipment details

Proposed sequence of events:

1. As structural upgrades to remove non-conforming work and testing were completed last summer, the District IOR signs off on Stephanie's structural corrections.
3. DSA approves the test results.
4. BCA prepares the plan documents and DSA submittal forms, and then submits the project for plan check.
5. BCA makes any needed corrections and goes to back check and obtains stamp out.
6. Project certification is obtained.

III Additional services are identified, as any other services not described in Section II of this Agreement. Additional services for the project will be provided by BCA if authorized or confirmed in writing by the Owner. Additional services will be performed on an hourly basis according to the attached Fee Schedule.

IV Reimbursable expenses are in addition to the hourly compensation and include actual expenditures made by the Architect and employees in the interest of the project. Refer to the attached BCA Expense Schedule.



- V Ownership of Documents, Drawings and Specifications** are instruments of service, and shall remain the property of the Architect whether or not the project for which they are made is executed pursuant to Section 17316 of the California Education Code.
- VI Invoices for work shall** be rendered monthly in proportion to the amount of work completed. Payment is due upon receipt of invoice. Invoices unpaid after one month shall be subject to a 1.5% per month charge, which is an annual percentage rate of 18%.
- VII This Agreement may be terminated** by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination.
- VIII The owner hereby agrees** to indemnify the architect of any liability, injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to asbestos or asbestos abatement or any other hazardous material currently existing on the site.
- VIII If any legal or any arbitration** or other proceeding is brought for the enforcement of this agreement, or because of any alleged dispute, breach or default in connection with any of the provisions of this agreement, the successful or prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other relief to which it or they may be entitled.
- XIII The Architect/Engineer shall** correct errors and omissions in the plans and specifications as an integral part of the services provided during the construction phase of the work.
- XIV If any of your District's policies** (ethics or code of conduct documents, etc.) requires BCA Architects to have Form 700 reporting responsibilities or if any contract provisions and work product is such that we qualify as a consultant under FPPC regulations, thereby requiring the Form 700 be completed by BCA and any of our Officers or Employees, please notify us in writing. Please see FPPC Regulation 18071(a) (2). The regulation may be viewed online by clicking the following link:
<http://fppc.ca.gov/legal/regs/current/18701.pdf>

Accepted for Oak Park Unified School District

Date: Accepted by:

Accepted for Bunton, Clifford and Associates, Inc.

Date: Accepted by: Brian P. Whitmore, AIA, LEED AP (C30345)

**BUNTON CLIFFORD ASSOCIATES
2019
FEE SCHEDULE**

STAFF	FEE
Principal Owner Architect	\$ 260.00
Principal Architect	\$ 260.00
Associate Principal	\$ 220.00
Associate Project Manager	\$ 195.00
Associate Architect	\$ 195.00
Program Manager	\$ 195.00
Client Leader	\$ 195.00
Senior Project Manager	\$ 190.00
Senior Construction Administrator	\$ 175.00
Senior Project Architect	\$ 165.00
21st Century Classroom Educator in Residence	\$ 155.00
Construction Administrator	\$ 155.00
Design Leader	\$ 155.00
Project Manager	\$ 155.00
Project Architect	\$ 145.00
Commercial Market Project Manager	\$ 145.00
Studio Production Manager	\$ 145.00
Senior Job Captain	\$ 135.00
Job Captain	\$ 120.00
Project Designer III	\$ 110.00
Project Designer II	\$ 95.00
Project Designer I	\$ 85.00
Project Admin V	\$ 115.00
Project Admin IV	\$ 95.00
Project Admin III	\$ 85.00
Project Admin II	\$ 80.00
Project Admin I	\$ 75.00
Project Assistant	\$ 70.00
Intern	\$ 60.00
Project Consultants	Actual Fee + 15%

Fees are subject to change every January 1 of the New Year

**BCA ARCHITECTS
2019
EXPENSE SCHEDULE**

Attachment B

EXPENSE	COST
Color Prints	
8-1/2 x 11	\$ 2.25 /print
11 x 17	\$ 2.75 /print
All other sizes	cost
Delivery (Other than mail)	cost
Facsimile	\$ 1.25
Large Scale Photocopy	cost
Lodging	cost
Meals	cost
Mileage	\$ 0.545 /mile
Permits and Fees	cost
Photocopy	
Black and White	\$ 0.10 /page
Photo Development	cost
Plots	\$ 15.00 /plot
Postage	cost
Reproduction	cost
Telephone	cost
Travel	cost
Other Direct Project Expense	cost

ABOVE EXPENSES ARE SUBJECT TO 15% SURCHARGE

Project expenses other than cost expenses are subject to change every January 1 of the New Year



FEE

ATTACHMENT 'C'

Oak Park USD - Oak Hills Elementary School - Light modernization and DSA Certification for existing Portable Classrooms #16, 17, 18 and 24
1010 North Kanan Road, Oak Park, CA 91377

Scope of work: BCA's understanding is that the District wishes to obtain DSA certification and perform light modernization of their existing Kinder Classroom Portables #16, 17 and 18 [under DSA A#58074] and Discovery Kinder Classroom Portable #24 (possibly under DSA A#67074). The District believes that we have all documentation needed to certify the 16, 17 and 18 Portable classrooms except a DSA-6PI for Portable Classroom 16, which should now be available as the non-conforming work was removed last summer. In addition the District wishes to abandon the existing non-compliant restrooms and classroom sinks and provide new compliant restrooms and classroom sinks in all four portable. Portables 16 & 17 are to be retrofitted with new rear exit doors and concrete ramps/walks. Portable 24 is to be retrofitted with a new front door and concrete ramp/walk. All portables are to receive new interior floor finish and paint, new ceiling tiles. Site work includes replacing the stair at portable 24 with a compliant ramp, chain link fence removal, new ornamental fence adjacent portable 16 and miscellaneous asphalt and portables siding repairs per the site walk 3/5/19.

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

TASK	Principal Owner Architect		Associate Principal Architect		Project Architect		Project Admin V		Project Consultants		TOTAL
	\$ 260.00 /hr		\$ 220.00 /hr		\$ 145.00 /hr		\$ 115.00 /hr		Actual Fee + 15%		
	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	PROPOSAL	TOTAL	
Project Administration (including initial project document research)	1	\$ 260.00	12	\$ 2,640.00		\$ -	12	\$ 1,380.00			\$ 4,280
• Site Visit to verify existing conditions		\$ -	8	\$ 1,760.00		\$ -		\$ -			\$ 1,760
Portable Classrooms #16, 17, 18 and 24											
Architectural Plans for Portable Classroom #24											
Cover Sheets		\$ -	2	\$ 440.00	4	\$ 580.00		\$ -			\$ 1,020
Symbols Sheets		\$ -	1	\$ 220.00	2	\$ 290.00		\$ -			\$ 510
Fire Authority Site Plans		\$ -	5	\$ 1,100.00	6	\$ 870.00		\$ -			\$ 1,970
Site plan to include new accessible parking , path of travel to portable CR entrances		\$ -	10	\$ 2,200.00	15	\$ 2,175.00		\$ -			\$ 4,375
Enlarged Site Plan		\$ -	8	\$ 1,760.00	20	\$ 2,900.00		\$ -			\$ 4,660
Demo Floor Plans		\$ -	8	\$ 1,760.00	12	\$ 1,740.00		\$ -			\$ 3,500
Floor Plans		\$ -	8	\$ 1,760.00	12	\$ 1,740.00		\$ -			\$ 3,500
New Floor Plans		\$ -	8	\$ 1,760.00	24	\$ 3,480.00		\$ -			\$ 5,240
Reflected ceiling plan		\$ -	6	\$ 1,320.00	12	\$ 1,740.00		\$ -			\$ 3,060
Exterior Elevations		\$ -	8	\$ 1,760.00	15	\$ 2,175.00		\$ -			\$ 3,935
Enlarged Restroom and Classroom Sink Plans		\$ -	8	\$ 1,760.00	30	\$ 4,350.00		\$ -			\$ 6,110
Signage Schedule		\$ -	4	\$ 880.00	12	\$ 1,740.00		\$ -			\$ 2,620
Site Details		\$ -	12	\$ 2,640.00	15	\$ 2,175.00		\$ -			\$ 4,815
Ramp, Gate and fencing Details		\$ -	8	\$ 1,760.00	18	\$ 2,610.00		\$ -			\$ 4,370
Ceiling Details		\$ -	6	\$ 1,320.00	15	\$ 2,175.00		\$ -			\$ 3,495
Specialty Details		\$ -	6	\$ 1,320.00	12	\$ 1,740.00		\$ -			\$ 3,060
DSA submittal documents and forms / DSA submittal		\$ -	16	\$ 3,520.00		\$ -	16	\$ 1,840.00			\$ 5,360
Agency Approval (response to DSA comments and DSA back check)	1	\$ 260.00	30	\$ 6,600.00	20	\$ 2,900.00		\$ -			\$ 9,760
Bid-Construction-Closeout:											
Bid Phase		\$ -	8	\$ 1,760.00	8	\$ 1,160.00	4	\$ 460.00			\$ 3,380
Construction Administration (includes 1 site visit during construction)	1	\$ 260.00	40	\$ 8,800.00	28	\$ 4,060.00	10	\$ 1,150.00			\$ 14,270
Close Out: includes 1 Punch List Review and DSA certification		\$ -	30	\$ 6,600.00	20	\$ 2,900.00	16	\$ 1,840.00			\$ 11,340
ESTIMATED CONSULTANT FEES											
Structural Engineer (Welsh): wall and floor framing and any necessary structural up grades, site concrete ramp and walk details, and inclusion of pertinent structural upgrade work done last summer.									\$ 45,300.00	\$ 52,095.00	\$ 52,095
Plumbing Engineer (Pocock): restroom plumbing drawings									\$ 4,200.00	\$ 4,830.00	\$ 4,830
Electrical Engineer (Craig Hood): as-built power to Portable 24 and provide fire alarm engineering for all four portables.									\$ 7,800.00	\$ 8,970.00	\$ 8,970
									\$ -	\$ -	\$ -
SUB TOTAL OF PROFESSIONAL FEES	3	\$ 780.00	252	\$ 55,440.00	300	\$ 43,500.00	58	\$ 6,670.00	\$ 57,300.00	\$ 65,895.00	\$ 172,285
Reimbursable Expense Estimate											\$ 17,000
TOTAL											\$ 189,285



Via Email: MKlauss@oakparkusd.org

March 11, 2019
Mr. Martin Klauss
Assistant Superintendent Business & Administrative Services
Oak Park Unified School District
5801 E. Conifer Street
Oak Park, CA 91377

RE: REVISED PROPOSAL TO PROVIDE STRUCTURAL ENGINEERING SERVICES FOR THE CERTIFICATION OF FOUR (4) PORTABLE CLASSROOMS AT OAK HILLS NEIGHBORHOOD SCHOOL FOR OAK PARK USD (WSI JN 17-085.01)

Dear Martin,

Welsh Structures, Inc. (WSI) is pleased to submit our proposal regarding the above-referenced project.

I. PROJECT DESCRIPTION

The proposed project is to provide structural engineering design services for the DSA certification of Portable Classroom Buildings 16, 17, 18 and 24 that make up the Oak Hills Neighborhood School in Oak Park. The scope of work will be along the lines of that described in BCA's email to the District and copied to our office on May 15, 2018 and email from Michael Henning with additional design items dated March 8, 2019 and will include the modification and DSA approval of the two existing bathrooms located in Buildings 16 and 24. Furthermore, it is our understanding that we will start with a new DSA A number for all four portables and obtain certification in accordance with the 2016 CBC and 7-10 ASCE.

II. SCOPE OF SERVICES

Our scope of services shall consist of the following:

- 1) Submit a full set of drawings and supporting structural calculations for the buildings. WSI will utilize original PC PDF's as much as possible with 2016 code edits where necessary. New Architect and Structural Engineer are to sign and seal the drawings. We can leave the original title block on the PDF drawings with the name of original manufacturer even though they are no longer in business.
- 2) All calcs and drawings to meet current code (2016 in our case). DSA will accept using the original PC drawings as long as any changes need to meet code are on the drawings and noted/clouded. It should be noted that the new 2016 code will definitely result in higher wind loading than that designed for previously. Units 16, 17 and 18 are plywood shearwall buildings with steel framed floors. Unit 24 is an Aurora moment frame building and will require more extensive calculations and field tests (weld inspections and coupon testing of the steel members) than the other 3 units.

- 3) BCA will provide the necessary architectural drawings and services for the certification process.
- 4) Prior to completing the DSA back check process to get the application approved, we will need to conduct destructive inspections with all lab and inspection reports as agreed to by DSA.
- 5) Portables 16 & 17 – provide for removal rear window and installation of a door with side light; provide infill framing detail; Exterior concrete ramp and sidewalk. Provide ramp structural details and walk details; specify concrete.
- 6) Provide for new front door for Portable 24 (opening was previously abandoned].
- 7) Provide for new restrooms in portables: provide detail to frame out around toilet waste line when it hits a floor joist. Provide interior wall framing/bracing details for the new walls.
- 8) Once drawings are approved under new “A” number, WSI will provide CA services such as reviewing shop drawings and mix designs, responding to RFI’s, handling field inquiries and assisting with DSA Closeout.

III. FEES

- A. Our billing for the above-mentioned scope of services shall be based on a time and materials basis per our hourly rates to a maximum of \$45,300.00.
- B. We shall invoice you monthly for fees and expenses and your payments shall be due within thirty (30) days of receipt of our invoice and or receipt of payment from your client.
- C. Expenses
 1. The following expenses are included in the basic fee:
 - a. Prints for WSI’s internal office work.
 - b. Reproducible drawings and specifications of final Contract Documents prepared under this Agreement.
 - c. Computer cost and CAD utilization necessary for basic analysis and design.
 - d. Photographs, reproductions, courier service, and express mail.
 - e. Travel and related expenses.
 2. The following expenses are excluded from, and in addition to, the basic fee and shall be billed at cost plus 10%:
 - a. Consultants for laboratory testing and evaluation of materials.

Martin Klauss

RE: REVISED PROPOSAL TO PROVIDE STRUCTURAL ENGINEERING SERVICES FOR THE
CERTIFICATION OF FOUR (4) PORTABLE CLASSROOMS AT OAK HILLS NEIGHBORHOOD SCHOOL
FOR OAK PARK USD (WSI JN 17-085.01)
March 11, 2019 Page 3 of 3

- b. Plots & Copies for public bid purposes.
- c. Fees and expenses for securing approvals of governing authorities, including expediting fees.

IV. ADDITIONAL SERVICES

The following services are not included in the scope of services of this Agreement and are not included in the basic fee. If authorized by Client, WSI will perform the following additional services computed on the basis of the standard billing rates shown in the attached Schedule of Fees:

- A. Providing professional consulting services relative to work which is outside the scope of our work necessary for this project.
- B. Providing services necessary due to project changes, including, but not limited to, changes in scope, design, size, complexity, Owner's schedule, or the character of construction.
- C. Providing full-time observation or controlled inspection of the work.
- D. Serving as an expert witness or consultant or subpoenaed witness in connection with any public or private hearing, arbitration, or legal proceeding.
- E. As-built drawings.

V. STANDARD CONDITIONS

Welsh Structures, Inc. (WSI) Standard Conditions, which are attached hereto, are hereby made a part of this agreement.

We thank you for your consideration of our proposal and look forward to the opportunity to be of service to your office and staff.

If the above is acceptable to you, please sign and return this Agreement.

Very truly yours,

WELSH STRUCTURES, INC.



Stephanie Welsh, S.E.
President

ACCEPTED BY:

OAK PARK UNIFIED SCHOOL DISTRICT

BY: _____

DATE: _____

WELSH STRUCTURES, INC. SCHEDULE OF RATES

TITLE	BILLING RATE
Principal Structural Engineer	\$160.00/Hour
Associate Structural Engineer	\$120.00/Hour
Engineer	\$95.00/Hour
Cad Technician	\$80.00/Hour
Clerical	\$40.00/Hour

Notes:

(1) Out-of-pocket expenses including, but not limited to travel, printing, courier service, and special consultants, will be billed at our cost plus 5%.

(2) Rates are effective through December 31, 2019.

Welsh Structures, Inc. (WSI) Standard Conditions for Design Services

1. WSI will perform its services in accordance with the standards of skill and care generally exercised by other design firms in the same locale acting under similar circumstances and conditions. Client acknowledges that WSI's services will be rendered without any warranty, express or implied. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or WSI.
2. To the fullest extent permitted by law, WSI shall hold harmless and indemnify the Client and its consultants, and each of their owners, directors, employees, heirs, successors and assigns from any and all claims, damages, losses, judgments, and expenses arising out of WSI's negligence on this project. WSI shall be liable for claims, damages, losses, judgments and expenses due solely to their own negligence, error or omission with regards to the structural work they designed on this project.
3. WSI shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB), bacteria, mold, fungi, or other toxic substances, infectious materials, or contaminants. To the fullest extent permitted by law, Client shall hold harmless, defend and indemnify WSI and its consultants, and each of their owners, directors, employees, heirs, successors and assigns from any and all claims, suits, demands, damages, losses, judgments, payments, awards, and expenses which directly or indirectly arise from or relate to any such hazardous materials.
4. If WSI is called upon by the Client, or subpoenaed by any other person, to testify or produce records in an action at law, equity, arbitration, or in a pre-trial hearing or conference, as to any work performed by anyone in connection with the project, WSI shall be paid by the Client for all time spent while testifying and preparing therefore and producing such records in accordance with the rates set forth in the attached agreement.
5. WSI shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with the work, for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.
6. All documents produced by WSI under this agreement shall remain to property of the District pursuant to section 17316 of the Education Code.
7. It is expressly understood and agreed that, to the fullest extent permitted by law, WSI's liability arising from any claims, suits, demands, damages, losses, judgments, payments, awards, and expenses relating to the project shall be limited to WSI's available insurance proceeds.
8. Review of Contractor submittals such as shop drawings, if included in WSI's Scope of Services, is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. WSI's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences, or procedures. WSI's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, WSI shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.
9. Periodic site visits, if included in WSI's Scope of Services, shall mean that WSI shall visit the site at intervals, appropriate to the stage of construction, or as otherwise agreed with Client in writing. The purpose of periodic site visits is to become generally familiar with the progress and quality of the work designed by WSI and to determine in general if such work is proceeding in accordance with the Contract Documents. WSI shall not be

required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. On the basis of such on-site observations as an engineer, WSI shall keep Client informed of the progress and quality of the work designed by WSI and shall endeavor to guard the Owner against defects and deficiencies in such work of the Contractor.

11. If the project is to be designed, bid and constructed according to a "fast track" schedule, in consideration of the benefits to the Client of employing the fast track process (in which design services overlap the construction work and are out of sequence with the traditional project delivery method), the receipt and sufficiency of which are hereby acknowledged, and in recognition of the inherent risks of fast tracking to WSI, the Client hereby agrees to waive all claims against WSI, its officers, directors, employees and sub consultants (collectively, Consultant) for design changes and for required modifications by contractor of portions of the Work already constructed due to the Client's decision to employ the fast track process. The Client hereby further agrees to compensate the Consultant for all Additional Services required to modify, correct or adjust the Construction Documents and coordinate them in order to meet the Client's program requirements because of the Client's decision to construct the Project in a fast track manner.
12. If the project is suspended or abandoned in whole or in part for more than six months, WSI shall be compensated for all services performed and expenses incurred prior to receipt of written notice from Client of such suspension or abandonment in an amount as determined in accordance with the provisions set forth in this Agreement.
13. The foregoing conditions are incorporated into any agreement under which services are to be performed by WSI for the Client. If any of WSI's Standard Conditions or portions thereof shall be adjudged null and void, it is agreed that the remaining Standard Conditions or portions thereof shall remain intact and be given full force and effect. These Standard Conditions shall not be construed to indemnify WSI for its own negligence if not permitted by law, or to provide for any indemnification which would, as a result thereof, make the provisions of these Standard Conditions void, or to eliminate or reduce any other indemnification or right which WSI has by law.



Consulting Engineers

March 6, 2019

BCA Architects, Inc.
505 S. Market Street
San Jose, CA 95113

Attention: Michael Henning, AIA, LEED AP
Senior Construction Administrator, Associate Principal

Project: Oak Hills Elementary School for Oak Park Unified School District in Oak Park, CA

Subject: Proposal for Consulting Mechanical Engineering Services

I am pleased to submit this proposal for the mechanical consulting services necessary for the design and construction for the above project.

PROJECT DESCRIPTION:

Provide new site water and sanitary sewer for one (1) new portable restroom building. Provide demolition and new plumbing for three (3) existing portable classroom buildings. Project will be done in AutoCAD.

My understanding of the scope of the mechanical work for this project is as follows.

1. Plumbing Scope of Work:

Domestic water and sanitary sewer systems which comply with the requirements of the California Plumbing Code.

- a. Plumbing scope will include extension of the new sanitary sewer and water line to points of connection at the new portable restroom building to the existing sewer and water on the site; with the remainder of the building pre-piped.
- b. Provide new two (2) ADA water closets and one (1) ADA lavatory in each existing portable classroom building.
- c. Provide demolition plumbing for existing two (2) Non-ADA water closets and one (1) Non- ADA lavatory in each existing portable classroom building.

2. HVAC: No services will be provided.

3. Fire Sprinklers: No services will be provided.

Engineering Services:

For this scope of work, Pocock Design Solutions will provide the following services:

1. Construction Document Phase:

- a. Coordinate work with the Architect as well as other consultants.
- b. Revise drawings as required by reviewing code authorities. Obtain all city, county, state, or other governmental approvals prior to bid.
- c. Prepare typed final specifications utilizing the master specification system based upon the CSI format to include appropriate print type and page layout.

2. **DSA Approval:**

- a. Revise drawings as required by reviewing governmental agencies. Obtain all required approvals by governing governmental agencies prior to bid.

3. **Construction Administration Phase:**

- a. Provide one (1) field observation trips.
- b. Provide clarifications respond to Requests for information and revise the drawings and/or project manual as required.
- c. Review Contractor's shop drawings and submittals as required.
- d. Prepare necessary reports (DSA Verified Reports) and coordinate submittal of same with the Architect.
- e. Provide support to Architectural team about warranties or claims upon warranties or guarantees within specified duration of the warranty period or as otherwise prescribed by the sections of the project manual.

4. **Exclusions:**

- a. Sewage Ejector.
- b. No Condensate trap and piping with drywells shall be provided for A/C units on existing portable buildings.
- c. No hose bibs.
- d. Printing and delivery costs.
- e. Professional cost estimates.

The proposed fee for these services is Four Thousand Two Hundred dollars (\$4,200.00). The breakdown of this fee is as follows:

1. Construction Document Phase	80% of \$3,360.00
2. DSA Approval Phase	5% of \$210.00
3. Construction Administration	15% of \$630.00

Fees will be billed monthly for the percentage of the engineering services completed.

Additional services will be provided as requested and will be charged based on the following rates. Additional site visits with reports during construction will be provided at the rate of \$600.00 each.

Classification	Billing Rate
Principal	\$200.00
Engineer	\$175.00
Project Manager	\$165.00
Sr. Designer	\$140.00
Designer	\$120.00
Cad Drafting	\$ 90.00
Clerical	\$ 70.00

If you have any questions concerning the proposed scope of work, services, fees and agreement, please call me. If this proposal and agreement are acceptable, please return one signed copy of each for our records.

Thank you for this opportunity to be of service. I look forward to working with you and your office on this project.

Very truly yours,

Pocock Design Solutions, Inc.

**Accepted for BCA Architects,
Inc.**

By:

Date:

Tim Pocock



March 18, 2019

Michael Henning, AIA. LEED AP
BCA Architects
4695 MacArthur Ct., 11th Floor
Newport Beach, CA 92660

Project: OPUSD – Oak Hills Elementary School Portables 16,17,18,&24
Subject: Fee Proposal for Electrical Engineering Consulting Services
Proposal No: 18-806R1

Dear Michael:

Thank you for the opportunity to propose on your OPUSD – Oak Hills Elementary School Portable certification project. The scope of work given below is based on the information we received from your office.

Our Scope of Work Will Include:

- 1) Record Drawing Documents Phase:
 - a) Site visit to document existing portable classroom power supply
 - b) Site power plan of portable power connections
 - c) Fire alarm plan, riser diagram, calculations, CSFM cut sheets for full DSA document submittal.
 - d) Electrical single line diagram
 - e) Electrical load calculations and documentation
 - f) Electrical/grounding equipment details
- 2) DSA Record Document submittal: PDF drawing files for DSA permit application.
- 3) Completion of DSA electrical plan check corrections.

Excludes:

- 1) Meetings at DSA offices
- 3) Electrical system design, power, lighting, communication, etc. inside the four portable classrooms
- 4) Title 24 calculations or documentation

- 5) Arc Flash and over current protection coordination calculations, labeling, or studies.
- 6) Clocks/Bells/PA/Voice/Data/Security etc. low voltage system design
- 7) Reproduction & shipping costs
- 8) Construction observation
- 9) Plan check fees
- 10) Value engineering and cost estimates
- 11) Alternative energy system (solar, wind, geothermal design)
- 12) LEED submittal documentation or application processing
- 13) Structural engineering.

Compensation/Fee schedule:

Services for this project shall be provided on a lump sum basis. We propose to provide the above electrical engineering services for a fee of \$7,800.

The above fee and scope of work is based on the following conditions:

The Architect is to provide site plans, floor plans, and reflected ceiling plans, etc. in AutoCAD format. The Owner shall provide accurate record drawings for the existing building electrical systems.

For purposes of this proposal, it is assumed that the existing electrical service and distribution systems have adequate spare capacity to supply the new construction project.

Fee proposal will be honored for a period of sixty days, after which it may be renegotiated at the engineer's option.

It is agreed that the professional services of the Engineer (a.k.a. Design Professional) do not extend to nor include the review or site observation of the Contractor's work or performance. Job site visits beyond those listed, if required, shall be billed at an hourly rate.

Neither the professional activities of the Design Professional, nor the presence of the Design Professionals employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Design Professional and Design Professionals personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The Client agrees that the General Contractor is solely responsible for jobsite safety.

It is further agreed that the Owner (a.k.a. Client) will indemnify and hold harmless the Engineer from any claim or suit whatsoever, including but not limited to all payments, expenses or costs involved, arising from or alleged to have arisen from the Contractor's performance or failure of the Contractor's work to conform to the design intent and the contract documents.

The Design Professional shall perform its services consistent with the professional skill and care ordinarily provided by Design Professional practicing in the same or similar locality under the same or similar circumstances.

Owner and Design Professional have discussed their risks, rewards and benefits of the project and the Design Professional's total fee for services. The risks have been allocated such that the Owner agrees that to the fullest extent permitted by law, the Design Professionals total liability to Owner for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes, shall not exceed the total amount of consultant's fee. Such causes include but are not limited to Design Professionals negligence, errors, omissions, strict liability, breach of contract or breach of warranty. Client and Consultant acknowledge that this provision was expressly negotiated and agreed upon.

The services described above include PDF electronic drawing files. Hard copy bond prints shall be reimbursed at \$5.00 per 24" x 36" sheet and \$6.00 per 30" x 42" sheet.

Invoices are monthly and are payable within 30 days of receipt of invoice. Payments not received within sixty days of the date on our invoice are cause for our engineering services to be stopped until payment of outstanding invoices is received. Payments not received within 90 days of invoice date shall be subject to 1-1/2% per month interest on the unpaid balance. After three months, delinquent accounts will be referred to our attorney for collection. All reasonable attorneys' fees will be included in the unpaid balance and paid by the Client.

If the Client objects to any portion of an invoice, the Client shall so notify the Design Professional in writing within 15 calendar days of receipt of the invoice. The Client shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Interest as stated above shall be paid by the Client on all disputed invoiced amounts resolved in the Design Professionals favor and unpaid for more than 90 calendar days after date of submission.

In the event that there is a conflict or ambiguity between the terms of this proposal and any contract executed in connection with this project, then the terms of this proposal shall govern and supersede all other instruments.

For purposes of venue and jurisdiction, the parties agree that this contract has been performed and executed in the City of Ventura, County of Ventura, State of California.

This contract may be terminated by either party upon 14 days written notification. The Engineer shall be paid for work performed until date of termination and shall provide to the Client all documents and drawings completed as a portion of the completed work effort.

All drawings, specifications, and other work products of the Engineer for this project are instruments of service for this project only and shall remain the property of the Engineer whether the project is completed or not. Any reuse, without specific written verification or adaptation by the Engineer, will be at the Owner's sole risk and without liability or legal exposure to the Engineer, and the Owner shall indemnify and hold harmless the Engineer from all claims, damages, loss and expenses, including attorneys' fees, arising out of or resulting therefrom.

If this proposal is in accordance with your requirements, please sign and return the enclosed copy of this proposal and provide us with instructions as to target dates for completion of design and construction drawings.

We look forward to the opportunity of serving you in your Electrical Engineering needs. If you have any questions regarding this proposal, please contact us.

Craig Hood, P.E. LEED AP BD + C
C Hood & Associates, Inc.

(Signature)

Date

Date



2019 Rate Schedule

Labor* (per hour)

Principal Engineer	\$195	Staff Engineer I	\$115
Senior Engineer II	\$170	CADD Designer/Operator	\$115
Senior Engineer I	\$160	Assistant Engineer	\$102
Project Manager II	\$140	Sr. Drafter	\$95
Project Manager I	\$136	Drafter	\$75
Staff Engineer III	\$132	Technical Specification Writer	\$95
Staff Engineer II	\$128	Word Processing/Clerical	\$75

* Depositions, mediations, arbitrations, document searches, and court appearance labor is two times the rate shown and billed in 1/2-day increments.

Reimbursable Expenses**

Photocopying	\$0.30 per page
Color Photocopy (8-1/2x11)	\$1.00 per page
Color Photocopy (11x17)	\$1.25 per page
CADD Plots	
E Size (30x42)	\$6.00 per page
D Size (24x36)	\$5.00 per page
Automobile	\$1.00 per mile

Out of Pocket

Travel, Subconsultants, Printing, Communication, etc.

** In-house at scheduled rate plus 15%. Out-of-pocket at cost plus 15%.

Invoices

Bills are due and payable within 30 days. Interest at 1.5% per month (but not exceeding the maximum rate allowable by law) is payable on any amounts not paid within 90 days.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 2019

SUBJECT: VII.1. MONTH 7 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 7 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,

Anthony W. Knight, Ed.D.
Superintendent

Month 7: February 4, 2019 to March 1, 2019										Year to Date: August 8, 2018 - March 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	94	98	(4)	89.78	93.06	(3.28)	95.51%	94.96%	0.55%	K	94	98	(4)	91.67	94.77	(3.10)	97.52%	96.70%	0.82%
1	82	80	2	79.00	77.39	1.61	96.34%	96.74%	-0.40%	1	82	80	2	81.19	78.11	3.08	99.01%	97.64%	1.37%
2	85	75	10	82.33	71.28	11.05	96.86%	95.04%	1.82%	2	85	75	10	82.44	73.27	9.17	96.99%	97.69%	-0.71%
3	82	97	(15)	78.17	93.17	(15.00)	95.33%	96.05%	-0.72%	3	82	97	(15)	78.82	94.63	(15.81)	96.12%	97.56%	-1.43%
4	97	117	(20)	92.56	112.50	(19.94)	95.42%	96.15%	-0.73%	4	97	117	(20)	94.33	114.51	(20.18)	97.25%	97.87%	-0.62%
5	122	99	23	118.83	95.89	22.94	97.40%	96.86%	0.54%	5	122	99	23	120.78	96.92	23.86	99.00%	97.90%	1.10%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	562	566	(4)	540.67	543.29	(2.62)	96.20%	95.99%	0.22%	Total	562	566	(4)	549.23	552.21	(2.98)	97.73%	97.56%	0.16%
OHES										OHES									
K	92	100	(8)	87.55	95.22	(7.67)	95.16%	95.22%	-0.06%	K	92	100	(8)	89.38	96.72	(7.34)	97.15%	96.72%	0.43%
1	86	76	10	82.89	73.67	9.22	96.38%	96.93%	-0.55%	1	86	76	10	84.14	74.44	9.70	97.84%	97.95%	-0.11%
2	81	78	3	77.50	75.06	2.44	95.68%	96.23%	-0.55%	2	81	78	3	79.87	76.61	3.26	98.60%	98.22%	0.39%
3	81	78	3	78.17	76.56	1.61	96.51%	98.15%	-1.65%	3	81	78	3	77.10	75.34	1.76	95.19%	96.59%	-1.40%
4	98	97	1	95.22	93.44	1.78	97.16%	96.33%	0.83%	4	98	97	1	94.06	94.45	(0.39)	95.98%	97.37%	-1.39%
5	98	99	(1)	93.89	94.89	(1.00)	95.81%	95.85%	-0.04%	5	98	99	(1)	95.20	97.03	(1.83)	97.14%	98.01%	-0.87%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	536	528	8	515.22	508.84	6.38	96.12%	96.37%	-0.25%	Total	536	528	8	519.75	514.59	5.16	96.97%	97.46%	-0.49%
ROES										ROES									
K	121	100	21	116.11	94.39	21.72	95.96%	94.39%	1.57%	K	121	100	21	114.12	93.14	20.98	94.31%	93.14%	1.17%
1	84	78	6	81.28	74.78	6.50	96.76%	95.87%	0.89%	1	83	78	5	82.76	76.50	6.26	99.71%	98.08%	1.63%
2	85	100	(15)	82.06	97.06	(15.00)	96.54%	97.06%	-0.52%	2	85	100	(15)	83.27	95.72	(12.45)	97.96%	95.72%	2.24%
3	108	103	5	101.50	97.22	4.28	93.98%	94.39%	-0.41%	3	108	103	5	103.24	98.61	4.63	95.59%	95.74%	-0.15%
4	99	97	2	95.72	94.72	1.00	96.69%	97.65%	-0.96%	4	99	97	2	95.12	96.56	(1.44)	96.08%	99.55%	-3.47%
5	96	101	(5)	91.00	96.78	(5.78)	94.79%	95.82%	-1.03%	5	96	101	(5)	94.48	97.06	(2.58)	98.42%	96.10%	2.32%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	593	579	14	567.67	554.95	12.72	95.73%	95.85%	-0.12%	Total	592	579	13	572.99	557.59	15.40	96.79%	96.30%	0.49%
MCMS										MCMS									
6	355	345	10	343.78	334.22	9.56	96.84%	96.88%	-0.04%	6	355	345	10	346.80	336.08	10.72	97.69%	97.41%	0.28%
7	352	364	(12)	336.44	354.17	(17.73)	95.58%	97.30%	-1.72%	7	352	364	(12)	340.75	354.99	(14.24)	96.80%	97.52%	-0.72%
8	383	372	11	368.33	359.89	8.44	96.17%	96.74%	-0.57%	8	383	372	11	372.40	365.02	7.38	97.23%	98.12%	-0.89%
SDC	-	1	(1)	-	1.00	(1.00)	0.00%	100.00%	-100.00%	SDC	-	1	(1)	-	1.37	(1.37)	0.00%	137.00%	-137.00%
Total	1,090	1,082	8	1,048.55	1,049.28	(0.73)	96.20%	96.98%	-0.78%	Total	1,090	1,082	8	1,059.95	1,057.46	2.49	97.24%	97.73%	-0.49%
OPHS										OPHS									
9	397	398	(1)	382.94	384.50	(1.56)	96.46%	96.61%	-0.15%	9	397	398	(1)	390.95	393.90	(2.95)	98.48%	98.97%	-0.49%
10	398	375	23	377.83	365.34	12.49	94.93%	97.42%	-2.49%	10	398	375	23	387.74	372.68	15.06	97.42%	99.38%	-1.96%
11	359	374	(15)	339.45	361.89	(22.44)	94.55%	96.76%	-2.21%	11	359	374	(15)	349.95	369.40	(19.45)	97.48%	98.77%	-1.29%
12	378	365	13	351.39	348.44	2.95	92.96%	95.46%	-2.50%	12	378	365	13	362.99	353.18	9.81	96.03%	96.76%	-0.73%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	2.13	(2.13)	0.00%	0.00%	0.00%
Total	1,532	1,512	20	1,451.61	1,460.17	(8.56)	94.75%	96.57%	-1.82%	Total	1,532	1,512	20	1,491.63	1,491.29	0.34	97.36%	98.63%	-1.27%
OVHS										OVHS									
10-12	40	39	1	38.19	28.76	9.43	95.48%	73.74%	21.73%	10-12	47	39	8	35.14	30.38	4.76	74.77%	77.90%	-3.13%
OPIS										OPIS									
K-12	216	218	(2)	208.83	213.83	(5.00)	96.68%	98.09%	-1.41%	K-12	216	218	(2)	203.60	197.42	6.18	94.26%	90.56%	3.70%
Other***	3	5	(2)	4.31	6.31	(2.00)				Other***	3	5	(2)	4.31	6.31	(2.00)			
Total	4,572	4,529	43	4,375.05	4,365.43	9.62	95.69%	96.39%	-0.70%	Total	4,578	4,529	49	4,436.60	4,407.25	29.35	96.91%	97.31%	-0.40%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 23, 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 March 31st 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.

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

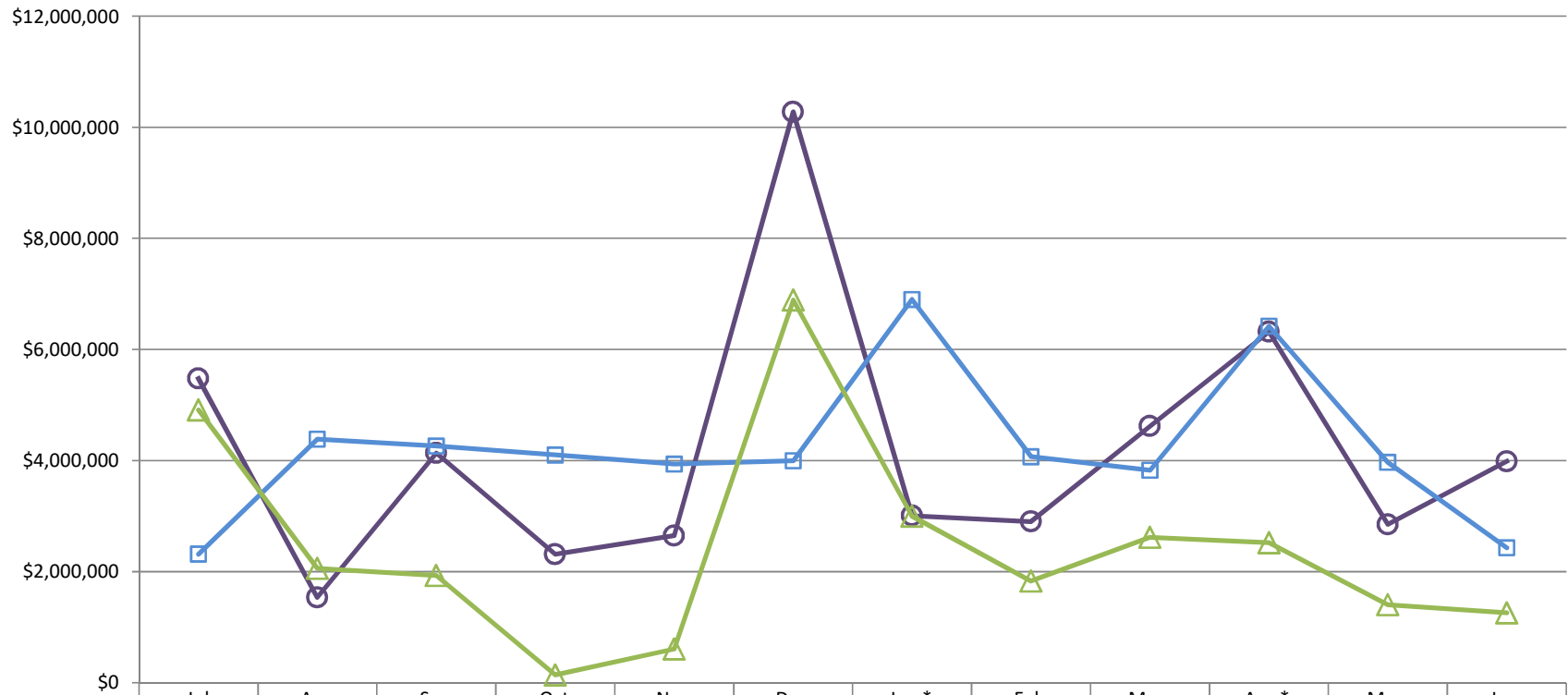
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2018-19 Budget															
Budget: Second Interim Revision															
Actuals through March 31, 2019															
BEGINNING BALANCE BASED ON 2017-18 YEAR-END ACTUALS															
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$1,774,785	\$4,910,226	\$2,058,920	\$1,928,833	\$141,324	\$607,413	\$6,888,777	\$2,995,477	\$1,827,912	\$2,618,277	\$2,521,193	\$1,403,017		
B. RECEIPTS															
Revenue Limit Sources															
Principal Apportionment	8010-8019	1,009,037	1,009,037	3,457,112	1,816,267	1,816,267	3,457,112	1,816,267	1,801,547	3,555,302	1,801,547	1,801,547	2,938,882	412,790	26,692,714
Property Taxes	8020-8079	102,691	250	0	24,175	432,303	6,213,141	174,074	1	47,945	3,970,820	151,855	399,479	0	11,516,733
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	5,477	0	0	6,882	31,457	31,179	107,221	-42,208	19,240	0	0	870,609	5,724	1,035,581
Other State Revenue	8300-8599	0	0	229,727	1,565	0	286,979	656,633	-182,294	415,302	256,446	362,872	389,796	34,337	2,451,363
Other Local Revenue	8600-8799	92,886	269,818	236,512	469,226	353,785	292,979	257,993	1,091,057	-184,220	289,777	532,813	760,441	10,238	4,473,304
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,210,091	1,279,105	3,923,351	2,318,115	2,633,812	10,281,390	3,012,187	2,668,103	3,853,569	6,318,590	2,849,087	5,359,207	463,088	46,169,696
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	182,648	2,041,693	2,067,977	2,124,006	2,136,771	2,109,577	2,486,728	2,215,657	2,196,674	2,171,337	2,220,702	518,334	0	22,472,106
Classified Salaries	2000-2999	206,769	645,052	624,911	636,438	652,403	617,591	765,887	663,142	657,626	632,596	650,100	488,404	0	7,240,919
Employee Benefits	3000-3999	89,771	1,085,288	955,327	960,193	967,533	963,739	1,067,403	1,018,954	991,408	994,213	992,867	272,566	0	10,359,263
Books, Supplies	4000-4999	90,618	160,080	259,315	166,869	48,714	105,355	57,392	65,271	41,565	35,464	88,715	26,766	61,806	1,207,930
Services	5000-5999	68,310	394,233	627,849	429,912	354,127	403,659	445,522	262,858	177,756	628,090	169,282	341,769	11,234	4,314,601
Capital Outlay	6000-6599	0	128,993	0	0	6,789	0	0	0	0	0	0	1	0	135,783
Other Outgo - Excess Costs	7000-7499	1,162	16,052	2,091	-8,429	16,609	2,091	64,303	22,145	7,627	9,098	25,383	342,216	5,519	505,867
Interfund Transfers Out	7600-7629	0	0	0	0	0	90,118	100,000	0	0	0	0	50,000	0	240,118
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		639,277	4,471,392	4,537,471	4,308,990	4,182,945	4,292,130	4,987,235	4,248,028	4,072,656	4,470,799	4,147,049	2,040,056	78,559	46,476,587
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	10,382	256,130	209,445	-3,604	13,583	-5,985	-5,306	234,362	764,864	0	0	-1,373,888	0	99,984
Due From Other Funds	9310	-105,094			0	105,000									
Prepaid Expenditures	9330	78,960													
Accounts Payable	9500	-1,674,622	84,851	274,587	206,970	246,640	298,088	214,552	177,997	244,589	182,625	179,787	-391,601	0	44,464
Unearned Revenues	9650	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Loans from Other Funds	9610	0	0	0	0	1,650,000	0	0	0	0	0	0	-1,700,000	0	(50,000)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,255,000	0	0	0	0	0	-2,127,500	0	0	-2,127,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		2,564,627	340,982	484,032	203,366	2,015,223	292,103	-1,918,253	412,360	1,009,452	-1,944,875	179,787	-3,465,489	0	94,448
E. NET INCREASE/DECREASE (B-C+D)		3,135,441	-2,851,306	-130,087	-1,787,509	466,089	6,281,364	-3,893,301	-1,167,565	790,365	-97,084	-1,118,176	-146,338	384,529	(212,443)
F. ENDING CASH (A+E)		4,910,226	2,058,920	1,928,833	141,324	607,413	6,888,777	2,995,477	1,827,912	2,618,277	2,521,193	1,403,017	1,256,680	384,529	(212,443)
G. ENDING CASH, PLUS ACCRUALS														1,641,209	

OPUSD - Cashflow

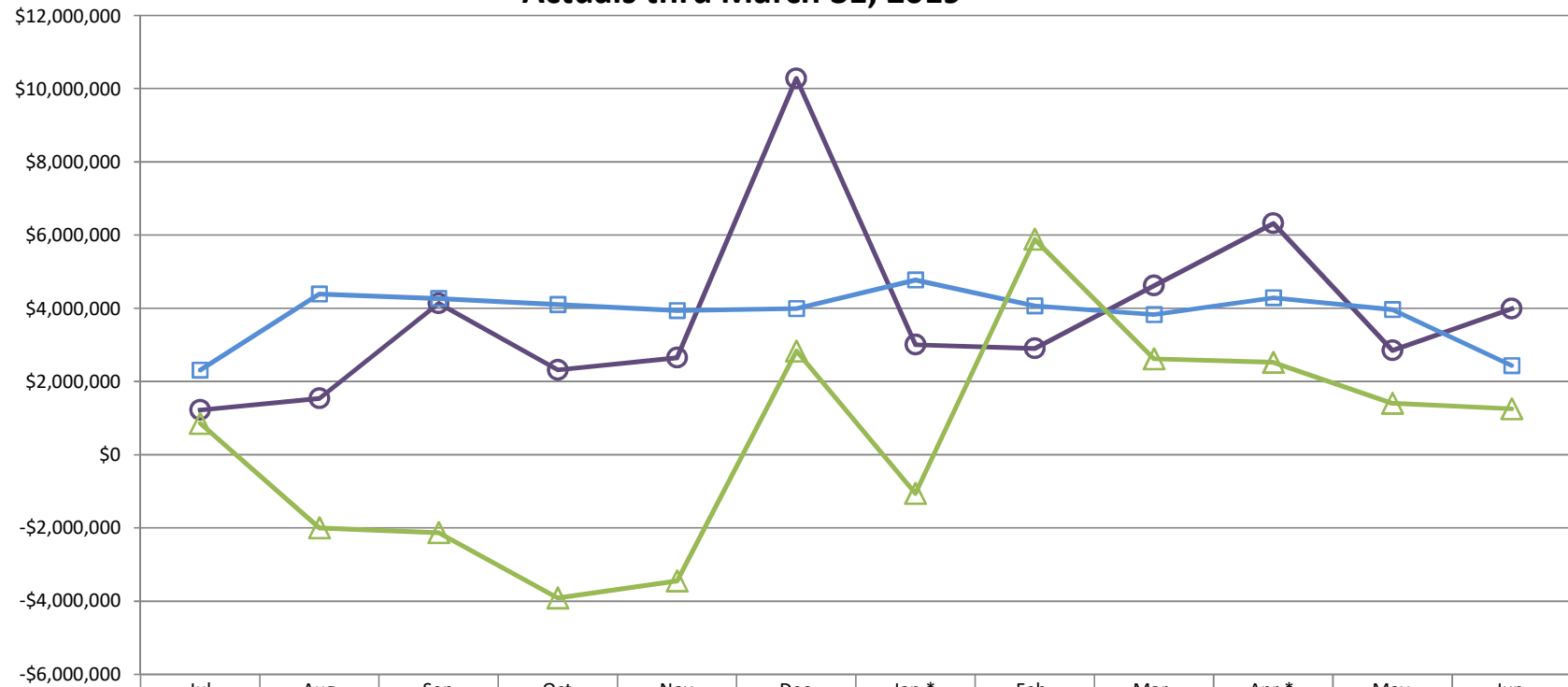
Actuals thru March 31, 2019



* NOTE: **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,255,000.**
TRAN repayment included in Expense and Cash Balance lines: January \$2,127,500 and April \$2,127,500.

OPUSD - Cashflow without TRAN

Actuals thru March 31, 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,220,474	1,535,235	4,132,796	2,314,511	2,647,395	10,275,405	3,006,882	2,902,465	4,618,433	6,318,590	2,849,087	3,985,319
Expense + AP	2,313,899	4,386,541	4,262,884	4,102,020	3,936,305	3,994,042	4,772,683	4,070,030	3,828,068	4,288,174	3,967,262	2,431,657
Cash Balance	855,226	-1,996,080	-2,126,167	-3,913,676	-3,447,587	2,833,777	-1,059,523	5,882,912	2,618,277	2,521,193	1,403,017	1,256,680

*** NOTE:** TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,255,000
TRAN repayment not included (January \$2,127,500 and April \$2,127,500).

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 2019

SUBJECT: VII.3. MONTHLY MEASURE S BOND PROJECT STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through March 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,

Anthony W. Knight, Ed.D.
Superintendent



Consolidated Budget Status Report
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures
as of March 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		
Measure S Management				-		-			
Measure S General Planning Services	155,160	-	155,160	155,160	-	155,160	-	Closed	CLOSED
Measure S District Program Management Salaries	802,914	-	802,914	665,849	137,065	665,849	-	In Progress	IN 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	176,764	74,237	176,038	726	In Progress	IN PROGRESS
Measure S General CM Services	462,811	-	462,811	260,730	202,081	260,730	-	In Progress	IN PROGRESS
	1,762,706	29,400	1,792,106	1,378,723	413,383	1,348,597	30,126		
Brookside Elementary School				-		-			
17-32S Security Fencing	87,750	(41,450)	46,300	58,490	(12,190)	58,490	-	Complete	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	587,417	1,336,274	191,093	1,145,181	144,234	46,859	Out to Bid	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1	4,034,802	-	4,034,802	376,478	3,658,324	283,475	93,002	In Design	IN PROGRESS
	4,884,809	545,967	5,430,776	639,461	4,791,315	499,599	139,862		
District Wide				-		-			
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	7,086,205	6,695	7,086,205	-	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	-	14,669	-	Complete	NOC APPROVED 8/12/18
18-26S Collaborative Furniture	200,000	-	200,000	184,542	15,458	184,542	-	In Progress	IN PROGRESS
18-38S Extended Care Facility Furniture & Equipmen	100,000	-	100,000	7,819	92,181	7,819	-	In Progress	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	270,374	-	37,092	233,282	In Construction	IN PROGRESS
	7,958,192	99,375	8,057,567	7,966,792	90,775	7,733,510	233,282		
Medea Creek Middle School				-		-			
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	1,568,261	(61,867)	1,567,460	800	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	424,278	4,561,443	316,533	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 Close-Out	Work Complete
18-40S Safety/Security Gates	94,196	-	94,196	89,827	4,369	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	61,844	64,382	(2,538)	44,724	19,657	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	9,618	-	9,618	9,616	2	9,616	-	In Close-Out	Work Completed
	7,284,193	43,693	7,327,886	2,829,101	4,498,786	2,700,897	128,203		
Oak Hills Elementary School				-		-			
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	409,195	2,606,742	72,327	336,868	In Design	IN PROGRESS
19-02S: Area Drain Improvements @Rooms 8-11	13,640	-	13,640	12,400	1,240	-	12,400	In Construction	Hughes Engrnrng awarded 2/19/19
	3,237,766	(4,507)	3,233,258	619,092	2,614,166	269,824	349,268		
Oak Park High School				-		-			
17-34S Security Lighting at Cul De Sac	375,000	(93,728)	281,272	283,134	(1,862)	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17



Consolidated Budget Status Report
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures
as of March 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		
17-32S 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	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	23,450	23,450	-	23,450	-	Complete	NOC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
	1,165,822	(211,302)	954,520	881,701	72,820	881,701	-		
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	409,499	4,916,951	260,055	149,445	In Design	IN PROGRESS
19-01S MPR Structural Repairs	37,849	-	37,849	34,408	3,441	34,408	-	In Construction	Omega Const. Awarded 2/19/19
	5,379,699	(1,540)	5,378,159	457,767	4,920,392	308,323	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	111,323	29,457	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	26,822	4,678	26,822	-	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	29,823	177	29,823	-	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	302,138	22,862	302,138	-	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	22,448	1,552	-	22,448	In Progress	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	50,000	53,852	(3,852)	-	53,852	In Progress	PROJECT APPROVED 2/19/19
	1,306,523	1,532	1,308,055	1,101,133	206,922	983,428	117,705		
Totals	32,979,710	502,618	33,482,328	15,873,770	17,608,558	14,725,880	1,147,890		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 23, 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 March 31st 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.

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,

Anthony W. Knight, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2018/19 Through March 2019					
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rec'd
REVENUE DETAIL							
LCFF Revenue Sources							
8011-8019	LCFF State Aid	26,809,543.00	26,677,538.00		19,737,948.00	6,939,590.00	73.99%
8020-8079	Property Taxes	11,188,508.00	11,516,733.00		6,994,579.50	4,522,153.50	60.73%
	Total LCFF Revenue Sources	37,998,051.00	38,194,271.00		26,732,527.50	11,461,743.50	69.99%
Federal Revenues							
8100-8299	Federal Revenues	1,052,906.00	1,035,581.00		159,248.00	876,333.00	15.38%
Other State Revenues							
8300-8599	Other State Revenues	2,728,009.00	2,423,660.00		1,407,912.30	1,015,747.70	58.09%
Other Local Revenue							
8600-8799	Other Local Revenues	4,117,164.00	4,632,004.00		2,880,035.76	1,751,968.24	62.18%
	Total Year To Date Revenues	45,896,130.00	46,285,516.00		31,179,723.56	15,105,792.44	67.36%
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	17,570,298.00	17,917,343.00	.00	14,223,187.08	3,694,155.92	79.38%
1160	Certificated Salaries Stipends	287,972.00	441,678.00	.00	229,794.62	211,883.38	52.03%
1200	Certificated Pupil Support Salaries	1,611,807.00	1,776,838.00	.00	1,403,561.69	373,276.31	78.99%
1260	Counselor Stipend	1,500.00	1,500.00	.00	.00	1,500.00	0.00%
1300	Certificated Supervisors' & Administrators' Salaries	2,180,189.00	2,245,212.00	.00	1,705,188.30	540,023.70	75.95%
	Total Certificated Salaries	21,651,766.00	22,382,571.00	.00	17,561,731.69	4,820,839.31	78.46%
Classified Salaries							
2100	Classified Instructional Salaries	2,341,043.00	2,588,491.00	.00	1,996,700.01	591,790.99	77.14%
2200	Classified Support Salaries	1,599,777.00	1,699,893.00	.00	1,353,044.79	346,848.21	79.60%
2300	Classified Supervisors' & Administrators' Salaries	416,329.00	400,068.00	.00	283,676.59	116,391.41	70.91%
2400	Clerical, Technical, & Office Staff Salaries	1,907,063.00	1,911,688.00	.00	1,347,950.85	563,737.15	70.51%
2900	Other Classified Salaries	533,316.00	617,240.00	.00	488,447.15	128,792.85	79.13%
	Total Classified Salaries	6,797,528.00	7,217,380.00	.00	5,469,819.39	1,747,560.61	75.79%
Employee Benefits							
3100	State Teachers' Retirement System	3,430,629.00	3,556,667.00	.00	2,816,885.38	739,781.62	79.20%
3200	Public Employees' Retirement System	911,888.00	904,049.00	.00	700,461.90	203,587.10	77.48%
3400	Health & Welfare Benefits	4,598,344.00	4,544,630.00	.00	3,566,878.15	977,751.85	78.49%
3300-3900	All Other Statutory Costs	1,304,411.00	1,360,114.00	.00	1,015,391.43	344,722.57	74.65%
	Total Employee Benefits	10,245,272.00	10,365,460.00	.00	8,099,616.86	2,265,843.14	78.14%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	354,249.00	377,799.00	97,119.70	284,889.07	4,209.77-	75.41%
4200	Other Books and Reference Material	27,484.00	28,832.00	8,916.13	23,292.91	3,377.04-	80.79%
4300	Materials & Supplies	823,200.00	756,850.00	193,227.43	628,475.67	64,853.10-	83.04%
4400	Noncapitalized Equipment	98,987.00	44,449.00	11,214.26	58,521.82	25,287.08-	131.66%
	Total Books and Supplies	1,303,920.00	1,207,930.00	310,477.52	995,179.47	97,726.99-	82.39%
Services and Other Operating Expenditures							
5200	Travel and Conference	180,305.00	173,896.00	17,489.13	159,904.62	3,497.75-	91.95%
5300	Dues and Memberships	34,356.00	39,228.00	2,485.05	38,220.58	1,477.63-	97.43%
5400	Insurance	225,000.00	266,842.00	.00	266,842.00	.00	100.00%

5500	Operations & Housekeeping Services	653,741.00	699,913.00	143,318.43	479,309.54	77,285.03	68.48%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	383,934.00	371,950.00	80,526.93	321,579.25	30,156.18-	86.46%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	2,268,105.00	2,463,229.00	554,137.88	1,741,223.90	167,867.22	70.69%
5899	Legal Fees	157,546.00	167,506.00	76,140.75	78,320.47	13,044.78	46.76%
5900	Telephone and Communications	133,322.00	132,037.00	27,146.18	78,825.47	26,065.35	59.70%
Total Services and Other Operating Expenditures		4,036,309.00	4,314,601.00	901,244.35	3,164,225.83	249,130.82	73.34%
Capital Outlay							
6200	Capital Outlay	.00	135,782.00	.00	135,782.00	.00	100.00%
Tuition							
7100	Tuition	443,203.00	433,203.00	95,448.00	66,170.51	271,584.49	15.27%
Debt Service							
7438	Debt Service - Interest	18,373.00	18,373.00	4,887.22	9,756.47	3,729.31	53.10%
7439	Debt Service - Principal	54,291.00	54,291.00	9,630.60	47,723.88	3,063.48-	87.90%
Total Debt Service		72,664.00	72,664.00	14,517.82	57,480.35	665.83	79.10%
Total Year To Date Expenditures		44,550,662.00	46,129,591.00	1,321,687.69	35,550,006.10	9,257,897.21	77.07%

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING USES									
Interfund Transfers Out									
7611	From General to Child Development Fund	200,000.00		90,118.00		.00	90,118.00	.00	100.00%
7612	Transfer General Fund to/from Special Reserve Fund	.00		100,000.00		.00	100,000.00	.00	100.00%
7616	Transfer Between General Fund & Cafeteria Fund	105,000.00		50,000.00		.00	.00	50,000.00	0.00%
Total Interfund Transfers Out		305,000.00		240,118.00		.00	190,118.00	50,000.00	79.18%
Total Year To Date Other Financing Uses		305,000.00		240,118.00		.00	190,118.00	50,000.00	79.18%

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	45,896,130.00	46,285,516.00		31,179,723.56	15,105,792.44	67.36%
	B. Expenditures	44,550,662.00	46,129,591.00	1,321,687.69	35,550,006.10	9,257,897.21	77.07%
	C. Subtotal (Revenues LESS Expense)	1,345,468.00	155,925.00		4,370,282.54-	5,847,895.23	
	D. Other Financing Sources & Uses						
	Source						
	LESS Uses	305,000.00	240,118.00		190,118.00	50,000.00	79.18%
	E. Net Change in Fund Balance	1,040,468.00	84,193.00-		4,560,400.54-	5,797,895.23	
	F. Fund Balance						
	Beginning Balance (9791)	766,066.00	962,527.00		962,524.94		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	766,066.00	962,527.00		962,524.94		
	G. Calculated Ending Balance	1,806,534.00	878,334.00		3,597,875.60-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	1,806,534.00	878,334.00				
	Other				1,321,687.69		

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIN VRANESH, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: APRIL 23, 2019
SUBJECT: X.1. MONTHLY BOARD REPORT

INFORMATION

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 fourth graders have continued the fantastic work in the month of March and April! We are so proud of our fourth graders!



ABILITY AWARENESS FAIR

In March, we held our annual Ability Awareness Fair. Ability Awareness is considered to be a positive program in promoting awareness and understanding between children with and without disabilities. Teachers and staff supported and encouraged students in learning about the various disabilities, what it might be like to have one, and identified the value of identifying ideas for helping and supporting. Students did a wonderful job of showing respect and displaying compassion for what it might be like to have a disability.



JOG-A-THON

On March 27th, Brookside held our annual Jog-A-Thon. Brookside students shared their spirit by wearing their grade level colors. Students put forth outstanding efforts in running laps and collecting pledges to support their school. Goals were set for designated dollar amounts and along the way all goals were achieved, even exceeding the initial school wide goal of \$25,000 set. Students earned a special surprise from Mrs. V at a Friday Assembly, a special teacher surprise at a Friday Assembly and much more! We are happy to share that Brookside Tigers raised over \$28,000 for our school. We are so proud of our students! Way to go, Tigers! A HUGE SHOUT OUT to our FABULOUS PTA for organizing such an INCREDIBLE event and thank you to Stew McGugan for lending us the fun golf cart!



CONTINUING OUR LEARNING AND GROWING COMMUNITY FOR TEAM BROOKSIDE

We continue to focus on teamwork and working together at Brookside! Team Brookside participates in team building activities at every staff meeting. The focus is defined each time by two things, one is that “every time we meet, our team gets stronger” and the other is that “every kid deserves a champion, and that champion is you!” We work on building relationships with each other, our students and our families in order to make our school the best place to be! We recognize and value that the best learning occurs when we can communicate, collaborate, critically think, and be creative with one another all encompassed by building trusting RELATIONSHIPS!



Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL
DATE: APRIL 23, 2019
SUBJECT: X.2. MONTHLY BOARD REPORT

INFORMATION

Science Night

Oak Hills students enjoyed a fantastic Science Night, exploring a wide variety of hands-on activities. Students and their families participated in a variety of hands-on experiments. The OPHS Rocket Team (including several OHES alums) displayed several of their rockets and demonstrated a successful launch. The turnout for this year's event was excellent. We owe a special thank you to our PTA for sponsoring an exciting night for both children and adults.

Three Piggy Operas

Each Kindergarten class performed their own version of the *Three Piggy Opera*, with the careful guidance of our Kindergarten team and music teacher, Mr. Waldman. Parents and guests filled the MPR for the three evening performances followed by a cast party in each classroom. This performance requires students to memorize several songs, movements and performance elements. It is amazing to see how capable our Kindergarteners have become.

Oak Hills Roundup Fundraiser

The Oak Hills Community showed up in record numbers for our annual spring fundraiser. This year the event was organized around a country western theme. Once again our fabulous PTA volunteers did an amazing job with many activities for children and parents alike. There were many adjustments to the auction fundraiser portion of the event to comply with recent improvements to district fundraising policy. Even with these last minute changes, the PTA was able to reach our fundraising goals. The event was a tremendous success, and provided yet another opportunity to bring the school community together.

Southern California TCRWP School Principals

Oak Hills was pleased to host a of principals from other established Project schools in Southern California. Professional learning for principals who work far from New York can be a challenge. Recognizing this need, Jay Greenlinger reached out to school leaders in the southern California area and proposed that we gather together to share and develop best practices for supporting RWW. A group of principals from Oak Park, Moorpark, Santa Monica-Malibu, and San Pedro gathered for a one day Staff Development with Christine Holley, author and staff developer from Teachers College at Columbia University. The group discussed the overall philosophy behind RWW, conducted classroom observations, and practiced reviewing student writing together.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: STACY LAFRENZ, PRINCIPAL, RED OAK ELEMENTARY SCHOOL
DATE: APRIL 23, 2019
SUBJECT: X.3. MONTHLY BOARD REPORT

INFORMATION

Dr. Seuss' Birthday Celebration

March began with a very special visit from Dr. Seuss to our campus. He read to our Kindergartners and visited with all of our students as we helped celebrate him and our love of reading. Thank you to Mr. Julian for once again bringing the joy of Dr. Seuss to our campus.

Presentations at Red Oak

Our First Graders shared their knowledge of history while singing about our American symbols. We all learned something new during this patriotic performance.

The Fourth Grade hosted a poetry night for parents and families. Students' work was spotlighted within the Reader's Workshop Poetry Unit. Students recited their favorite poems and some truly talented and brave students shared their own creative poetry.

Women in History was another success this month between our book displays in our library and our fabulous volunteer parents who shared milestones and successes of women from around the world. Students got to hear about the lives and accomplishments of First Lady Eleanor Roosevelt, singer Joan Baez, American astronaut Peggy Whitson, first female marathon runner Kathrine Switzer, mountaineer Junko Tabei, and activist Wangari Maathai.

Student Council

Our group of student leaders once again had a busy month. Our Crazy Hair Spirit Day was super and crazy. The Lucky PawGrams were also a success, raising almost \$200 to benefit the Agoura Animal Shelter.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

DATE: APRIL 23, 2019

SUBJECT: X.4. MONTHLY SCHOOL REPORT

INFORMATION

Open House April 4th : Come for dinner and other treats, visit classrooms and celebrate a great year at Medea.

California Distinguished Schools Recognition Dinner April 5th: A team of 4 (Marta Graves, Maureen O'Hagan, science teachers and Brad Benioff, Amanda Bagheri, Administrators) represented a proud MCMS for the site's 8th recognition of the staff's enduring commitment to excellence in middle school education.

Science Olympiad at Cal Tech April 6: Our MCMS team, under science teacher, Tara Lamb's mentorship, advances to the next level of competition!

OPUSD Music Festival April 7: Sponsored by OPIMA, MCMS will host year one of this musical extravaganza (with food, performances and fun) from 12 noon-4:00 p.m.

8th grade Culmination Photos (April 9,10) and Panorama Pictures April 12: Culmination Photos will take place in the MCMS gym from 2:30-4:00 and Panorama Pictures will take place at 2:00 on Friday, April 12th up on the field.

Instrument Selection Night April 11 3:30-6:30 MCMS Band Room: A great opportunity for new students to learn about their potential instruments and be mentored in this process by the band teachers at OPUSD band students.

LIKE Video Screening and Panel Discussion April 9, 11: District screenings will feature MCMS counselors and Administrators on the discussion panel.

CAASPP 2019 Testing Begins at MCMS on April 9th and runs through May 10th

School Tour April 23rd 9:00 a.m. Main Office

The Whole Child and Math Pathways: A Discussion: April 25th from 6:00-7:00 in the MCMS Library: In a high performing district such as OPUSD, our goal is to offer *appropriate* challenge. Increasingly, we have observed a frenzy of inquiries about math acceleration—the concern that a student might be ‘missing out’ on an opportunity to ‘get ahead’. We want to share what we know, what we have heard and what we have seen *through the lens of our students*. We will be sharing the OPUSD Math Pathways, which has been given out to all MCMS students through math classes, some data from MCMS and OPHS about placement and success, and some illustrative findings from the 2019 MCMS/Stanford University *Challenge/Success* Survey taken by our students this past January. We will also be sharing MCMS's mathematical mindset, which focuses on brain development and the *process* of mathematics learning.

Intramural Softball April 25: Our 8th graders play Lindero Middle School's 8th graders at Lindero at 3:00.

MCMS Spring Music Concerts April 24, 29:

April 24: Jazz Band and Beginning Band at MCMS 6:00 p.m.

April 29: Choir and Intermediate and Advanced Band OPHS: 6:00 p.m.

Thanks to Elana Levine, Elayne Roesner for their musical leadership with our MCMS students!

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: APRIL 23, 2019
SUBJECT: X.5. MONTHLY BOARD REPORT

INFORMATION

COURSE ADVISEMENT – 2019-20

Course advisement is complete at the high school and the counselors have already visited MCMS to meet with the eighth-grade students for elective selections. Course selection is concluded for incoming 10-12 students and counselors are now having one-on one meetings with each and every student to review their academic programs for next year.

ATHLETICS

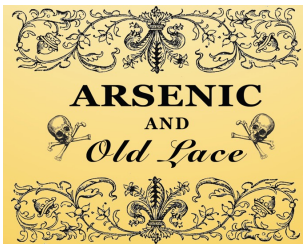
Spring sports. League and tournament competition is well underway in track and field, lacrosse, volleyball, baseball, softball, tennis, and golf. Winter sports were extremely successful and work is well underway to improve the JV and Varsity softball facilities.



STUDENT ACTIVITIES

There are still lots of student activities to complete during the fourth quarter. We have Prom, awards ceremonies, concerts, and AP testing, Junior college advisement, a rally, a student Spotlight Drama Production, Powderpuff game, Senior Week, Commencement, as well as athletic competitions and awards banquets, fundraisers and comedy sports.

DRAMA



Also thanks to Allan Hunt, Heidi Cissel, Russ Peters, and Zachary Borquez for jointly directing The Music Man. We had four well attended shows and the production once again benefitted greatly from the sound and light upgrades to the pavilion and the band room. We are in the final tech and dress rehearsals for the Spotlight show Arsenic & Old Lace. This is a completely student directed production including cast, crew, costume crew, and orchestra. Thanks also to the Oak Park Performing Arts Alliance (OPPAA) without whom; this program would not be possible.

INTERNATIONAL STUDENTS

We are currently accepting applications from international students for the school year of 2019-20 and have accepted 15 applications. Many of these students are attending OPHS for a full school year and will be hosted by OPHS families. Thanks again to Lisa Solny and all the Host families who make this program available to these students.



OPHS TASK FORCE

The OPHS Task Force completed an examination of the policies and practices surrounding graduation requirements, summer school, and dual enrollment and have forwarded recommendations to the OPUSD Governing Board that would be effective for the class of 2021.

CALIFORNIA DISTINGUISHED SCHOOL AWARDS

Along with MCMS, OPHS sent a small team of administrators, counselors, and teachers to the Disneyland Hotel to receive our CA Distinguished School Award and the Exemplary Distinction Award for our Career and Technical Education Program. The awards were presented by State Superintendent Tony Thurmond followed by a recognition dinner.



Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KENT CROMWELL, PRINCIPAL OAK VIEW HIGH SCHOOL/OAK PARK INDEPENDENT SCHOOL
DATE: APRIL 23, 2019
SUBJECT: X.6. MONTHLY BOARD REPORT

INFORMATION



OAK PARK INDEPENDENT SCHOOL



CAASPP

The OPIS student body has been busy participating in CAASPP testing over the past few weeks. Teachers have worked hard to prepare the students for the testing and have made sure to emphasize to the students the importance of taking the test seriously. We are eagerly awaiting the results and will use them to guide and direct the growth of the OPIS program for the future.

CASA PACIFICA

Our middle school and high school OSB will be hosting our annual Casa Pacifica event on Friday, May 3rd. We will have several stations for Casa Pacifica children to participate in. They include cookie decorating, paper bag flowers, stress balls, canvas bag decorating and water globes. Conejo Photobooth will also be joining us! It is a great day of giving back as well as a lot of fun!

OPEN HOUSE

Thursday, April 25th is the OPIS open house. We are hoping to have a good turn out of prospective families who are interested in our program. There will be an orientation at 6:00 and when that is finished, parents and students will be able to visit classrooms to meet and talk to teachers and see a variety of different types of student work from different grade levels and different classes. The staff is excited and looking forward to sharing OPIS with the community and interested parents and students.



OAK VIEW HIGH SCHOOL



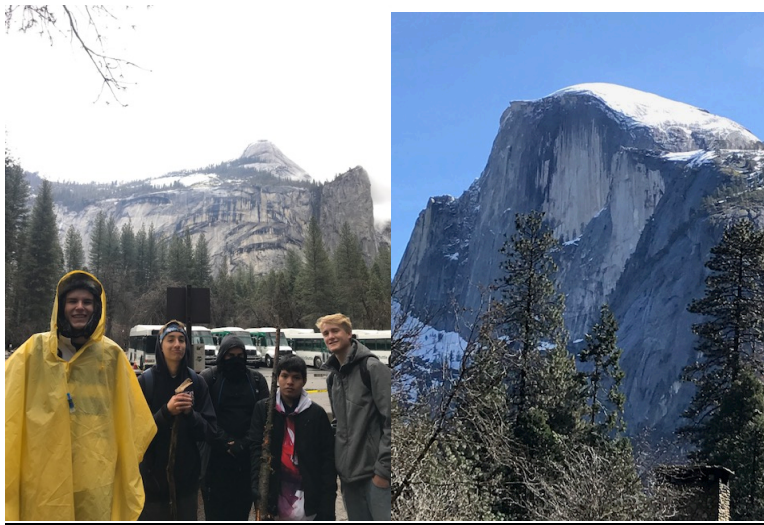
Stained Glass Class

Ms. Allen has begun teaching the stained-glass class again this quarter. This is one of the most requested classes - the students love it. Students learn the art of creating beautiful glass designs and are allowed to express their artistic abilities in a way that many of them have not ever thought about. Under the guidance of Ms. Allen, the students are using soldering irons and glass grinders to hold and shape their creations. The below Humming Bird was made in the class by Oak View student Karissa Leopold.



Yosemite

The Yosemite trip was a success!!! At 8:00 sharp on Monday morning April 1st, Oak View teacher Susan Alan, her husband Gary, a parent chaperone, and I loaded up a bus with a group of excited Oak View students and began our journey to beautiful Yosemite. We arrived in Yosemite Valley around 3:30 that afternoon and were greeted by views of El Capitan, Glacier Point, and Half Dome. What an amazing sight! We stayed in cabins in what is now Yosemite Village, formerly known as Curry Village. Once settled in, we went to the dining hall for dinner which was followed by a night educational activity about the cosmos. Our Nature Bridge Educators and hosts were outstanding. They provided daily hikes and lessons and taught us about and showed us Yosemite in a way that would not be possible for the average visitor. Each evening there were lessons and activities as well. The students were great. They became invested in the program right from the start and bonded with each other and the educators very quickly. By the time we had to leave, the students were exhausted but invigorated. They all wanted to stay and were sad to see the journey end. This was a once in a lifetime experience for the students and the memories and knowledge gained will last with them throughout their lives. Thank you so much for funding this program for our students! The experience for them was priceless. More about the trip to come...



Beach Clean Up

On April 3rd, as part of the curriculum that was developed for the students who were not in attendance at the Yosemite field trip, Oak View students participated in a beach clean-up activity at Zuma beach. The students worked together with the staff to pick up garbage left by others as well as debris that had washed ashore. This was a good lesson in stewardship and human impact on the environment. The students left the much cleaner beach that day feeling like they had contributed to the environment and had made a difference in their community.

Respectfully Submitted,

Anthony W. Knight Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL
DATE: APRIL 23, 2019
SUBJECT: X.7. MONTHLY BOARD REPORT

INFORMATION

The end of the school year is quickly approaching and we still have so much to finish up. The teachers have been busy finalizing everything and practicing for the children's Community Helper Play, filling out the Desired Results Developmental Profile on each child, scheduling for Parent-Teacher Conferences, which happen during the week of April 29th, hunting for spring eggs with the children, and preparing Mother's Day gifts.

The community helper play, The Burglary in Happy Village, was a huge success! The auditorium was standing room only and the actors stole the show! The rehearsals were very rough and we wondered how the children would do; expecting many of the children to *not* go on stage. We were so surprised to see the children who had the most difficult times during the rehearsals, were the stars of the show. It was a funny and wonderful play.



Please stop by anytime between 9 and 1 to see our students in action.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent