

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #971

DATE: February 19, 2019

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

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

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

BOARD OF EDUCATION

Denise Helfstein, President

Barbara Laifman, Vice President

Allen Rosen, Clerk

Drew Hazelton, Member

Derek Ross, Member

Gavin Cornick, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Ragini Aggarwal, Executive Assistant

Martin Klauss, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Dr. Jay Greenlinger, Director Curriculum and Instruction

Enoch Kwok, Director, Educational Technology & Information Systems

Susan Roberts, Director, Pupil Services

Stewart McGugan, Director, Student Support and School Safety

Brendan Callahan, Director Sustainability, Maintenance and Operations

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

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, March 19, 2019

**Closed Session at 5:00 p.m. Open Session at 6:00 p.m.
Oak Park High School, Presentation Room, G9**

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #971
February 19, 2019**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE - (Government Code Section 54957(b))

B. PUBLIC EMPLOYEE EMPLOYMENT : Assistant Computer Support Technician, Instructional Assistants I – Literacy and Numeracy, Custodian Subs, Instructional Assistant II, Extended Care Program, Instructional Assistant III Behavior, Walk-on-Coaches, Guest Teachers

C. CONFERENCE WITH LABOR NEGOTIATOR

Agency designated representatives: Leslie Heilbron and Martin Klauss
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

IV. CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ p.m.

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Partners in Education Award to Mendel Fischman

2. Presentation of Recognition to Oak Park High School Student Newspaper “Talon” Editorial Staff
3. Presentation of Recognition to Guest Teacher, Karen Gordon
4. Presentation of Recognition to Lisa Solny, Educatius Coordinator for Oak Park High School
5. Remarks from Board Members
6. Remarks from Student Board Member
7. Remarks from Superintendent
8. Report from School Site Councils
9. Report from Oak Park Education Foundation
10. Report from Oak Park Municipal Advisory Council
11. Presentation on Readers Writers Workshop by Dr. Jay Greenlinger
12. Report on the 2018 California Physical Fitness Test by Dr. Jay Greenlinger

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting January 23, 2019](#)
Board Bylaw 9324 requires Board approval of minutes from previous meetings
- b. [Public Employee/Employment Changes 01CL24084-01CL24117 & 01CE09370-01CE09390](#)
Board approval required for public employee employment and changes
- c. [Approve Purchase Orders – January 1 - December 31, 2019](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Mock Trial Team Members to Attend the Mock Trial State Finals – March 21-24, 2019, Sacramento, CA](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Oak View High School Students for a Nature Based Program Through NatureBridge – April 1-5, 2019, Yosemite, CA](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Out of State Travel for Employees to Attend the National Green Schools Conference & Expo – April 6-9, 2019, St. Paul, MN](#)
Board Policy 3350 requires Board approval for employees out of state travel
- g. [Approve Notice of Completion, Measure S Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion

ACTION

2. BUSINESS SERVICES

- a. [Discussion on Governor’s January Budget Proposal for 2019-20 and LCAP Timeline](#)
Staff will provide information on the Budget proposal and LCAP timeline

b. Approval of 2018-19 Safe School Plans

Education Code Section 32280-89 requires all California K-12 public schools have school safety plan

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

Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records and accounts

d. Approve District Response to CalPERS Compliance Review

To correct observations contained in the CalPERS Audit Services Review for compliance with California Code of Regulations section 570.5, the Board is required to approve Certificated and Preschool salary schedules for the period of 2012 through 2018, amended to clearly state the applicable time base for the salary rate in each schedule

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

Board approval required to approve an adjustment to the Salary Schedule

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

Board Policy 3312 requires Board approval for contracts for services

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

Board Policy 3312 requires Board approval for contracts for services

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

Board approval required for projects funded by Measure S Bond fund

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

Board approval required for projects funded by Measure S Bond fund

j. Authorize Measure S Technology Project 19-03S, Purchase of Replacement Smartboard Projectors

Board approval required for projects funded by Measure S Bond fund

k. Authorize Measure S Technology Project 19-04S, Purchase of Planned Refresh and Spare Computer Equipment

Board approval required for projects funded by Measure S Bond fund

l. Approve Acceptance of Donations

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

3. CURRICULUM AND INSTRUCTION

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

Board approval required to allow Oak Park Education Foundation to conduct Summer School

b. Approve OPUSD's Submission of Low Performing Students Block Grant for 2018-19 Fiscal Year

The Block Grant funds help Districts improve outcomes for low-performing students who fall outside supplemental LCFF and special education funding

c. Approve 2017-2018 School Accountability Report Cards (SARCs)

Board approval required for 2017-2018 School Accountability Report Cards

4. HUMAN RESOURCES

a. Approve Resolution #19-05 – Release Temporary Certificated Employees #1 Through #13

Education Code 44954 requires Board approval before a notice to not reelect is given to temporary certificated employees

b. Approve Resolution #19-06 - Reducing or Discontinuing Particular Kinds of Service for Certificated Employees

Board approval required to reduce or discontinue particular kinds of service in the 2019-20 school year

c. Approve Resolution #19-07 – Determination of Seniority Among Employees with the Same Seniority Date (“Tie Breaker Resolution”)

Education Code 44955 requires Board approval for a Tie Breaker Resolution

d. Approve Provisional Internship Permit (PIP) Request for Certificated Employee

Pursuant to State mandate, the Governing Board must approve Provisional Internship Permit requests allowing the district to employ and assign teacher(s) or administrator(s) who do not hold appropriate credential authorization.

5. BOARD

a. Approve 2019 CSBA Delegate Assembly Election of Candidates

Board is asked to vote on candidates running for Delegate Assembly election

b. Approve the Revised 2018-19 School Handbook/Discipline Plans for Oak Park Independent School

Board approval required for revision of school handbook

6. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation 0420 – School Plans/Site Councils – First Reading

Board Policy updated to reflect NEW LAW (AB 716) which renames the single plan for student achievement as the school plan for student achievement (SPSA), authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA, and authorizes the use of the SPSA to satisfy the requirement for a school improvement plan when a school is identified for targeted or comprehensive support. Regulation updated to reflect AB 716 which eliminates the authority to use a school advisory committee other than a school site council to develop the SPSA, allows certain small schools to share a school site council, requires a needs assessment to identify school goals, and, if applicable, requires consultation with the school's English learner advisory committee on review of the SPSA.

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

Board Policy and regulation updated to reflect NEW LAW (AB 2878) which expands the state priority on parent involvement that must be addressed in the local control and accountability plan (LCAP) to include family engagement. Policy also reflects NEW LAW (AB 1808) which requires consultation on plan development with special education local plan administrator(s) and, by July 1, 2019, requires districts to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP. Policy reflects NEW LAW (AB 1840) which requires the State Board of Education to expand the LCAP template by January 31, 2020 to include specified information. Section on "Technical Assistance/Intervention" updated to reflect AB 1808 which establishes a single statewide system of support for districts and schools, and AB 1840 which provides that a district receiving an emergency apportionment will be deemed to have been referred to the California Collaborative for Educational Excellence.

Regulation updated to reflect AB 1840 which requires data in the LCAP to be reported in a manner consistent with the California School Dashboard and requires districts to post their LCAP prominently on the homepage of their web site. Section on "Annual Updates" deleted since the annual updates follow the same process and adhere to the same template as the initial LCAP.

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

Board Policy updated to reflect the board's authority to provide the use of school facilities free of charge to recreational youth sports leagues that charge participants no more than an average of \$60 per month. Policy also adds new section on the use of school facilities as a polling place, formerly in BP 1400 - Relations Between Other Governmental Agencies and the Schools.

Regulation updated to more directly reflect law addressing the board's authority to approve serving alcohol during a special event at district-owned facilities at a time when students are not present.

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

Board Policy updated to reflect NEW LAW (AB 2639) which requires boards of districts that serve grades 7-12 to review the district's suicide prevention policy at least every five years and update it as necessary. Regulation updated to reflect NEW LAW (SB 972) which requires districts that issue student identification cards to print specified suicide prevention hotline numbers on the cards effective July 1, 2019. Regulation also reflects NEW LAW (AB 1808) which requires CDE to identify online training programs that districts can use to train students and staff regarding suicide awareness and prevention.

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

Board Policy updated to reflect NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and to encourage staff development regarding equitable implementation of discipline. Regulation updated to revise section on "Detention After School" to more directly reflect state regulations and delete a specific timeline for advance notice to parents/guardians of a student's detention.

f. [Approve Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process – First Reading](#)

Board Policy and regulation updated to reflect NEW LAW (AB 752, 2017) which prohibits the expulsion of a child enrolled in a California State Preschool Program (CSPP) unless the district has taken specified steps and the child's continued enrollment presents a serious safety threat to the child or other enrolled children. Policy also adds data collection on the type of firearm involved in any expulsion for firearm possession, in accordance with federal law. Regulation also revises section on "Final Action by the Board" to correct the location in policy where acts requiring "mandatory recommendation and mandatory expulsion" are listed.

VII INFORMATION ITEMS

- [1. Revised Month 5 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 1-23-19 #970
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 5:31 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, Derek Ross reported that in Closed Session the Board would be discussing:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Instruction Assistant I, Tech Lab Sub, Instructional Assistant II Long Term Sub, Custodian Sub, Instructional Assistant II, Extended Care Program, Instructional Assistant III Behavior, Walk-on-Coaches, Guest Teachers

C. CONFERENCE WITH LABOR NEGOTIATORS: Government Code Section 54957.6
Agency designated representative: Denise Helfstein, Board President
Unrepresented employee: Dr. Anthony Knight, Superintendent

The Board adjourned to Closed Session at 5:32 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 6:01 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

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.

FLAG SALUTE

Stew McGugan led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education adopted the agenda as presented except to move item B.3.b. after consent agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

PUBLIC SPEAKERS

Two public speakers requested to address the Board on Agenda Item B.3.b.

VIA. PRESENTATION

The Board recognized and thanked the local First Responders of Woolsey Fire and Borderline Shooting for their service to the community of Oak Park

ACTION

B2. BUSINESS SERVICES

d. [Approve Resolution #19-01 Pupil Attendance Alternatives AB 99 – District of Choice \(DOC\) Space Availability for 2019-20](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Resolution #19-01 Pupil Attendance Alternatives AB 99 – District of Choice(DOC) Space Availability for 2019-20. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

e. [Approve the Lottery Process for District of Choice Admission into Oak Park Unified for 2019-2020](#)

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Lottery Process for District of Choice Admission into Oak Park Unified for 2019-2020. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

f. [Conduct District of Choice Lottery](#)

Mr. Stewart McGugan conducted the District of Choice Lottery using the website Random.org.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen wished everyone a Happy New Year. Allen reported that he attend the Municipal Advisory Council(MAC) Meeting held last night where he was introduced to the two new MAC members, he acknowledged Mr. JL Diaz one of the new MAC member who was present at the Board meeting.

Board Member Drew Hazelton wished everyone a Happy New Year. Drew reported that he attended a play at Brookside Elementary put on by third grade students.

Board Member Derek Ross wished everyone Happy New Year. Derek reported that he attended the Community Engagement Meeting.

Board Member Barbara Laifman reported that there were two Community Engagement meetings and two Environmental Awareness Meetings since that last Board meeting. Barbara also attended the memorial for retired Oak Hills teacher Melinda Deel. Barbara thanked the other Board members and Dr. Knight for their help with the bagel delivery.

Board Member Denise Helfstein reported that she attended the Safe Kids Task Force meeting, the Curriculum Council meeting, the Oak Park Education Foundation(OPEF) meeting and the Environmental Leadership Summit.

Student Board Member Gavin Cornick was unable to attend the meeting but provided this report. *“This week is rally week. We have of course been doing our dress-up days, but we have also been putting on a 3 on 3 basketball tournament in the gym which has been very successful and a great way to raise money that is not food related. The rally is on Friday and will have events including a basketball shoot-off that involves varsity players (a boy and a girl) from each grade along with a teacher for each grade. We are also playing a game that involves everyone who wants to participate, which should be fun and interesting. The Vice dance is on February 22nd and will be jungle themed. Ticket prices are \$15 if you have an ASB card and \$25 if you do not. Tickets will be sold online just like Homecoming was (we found this to be very successful and easier for students to buy tickets). Tickets can also be bought at the student store for students who might not have the resources to buy them online. Lastly, ASB and advanced peer counseling will be helping put on the Thrive event on February 2nd, which we are all excited about.”*

Superintendent Tony Knight thanked the board for providing bagels to the staff at all schools. Dr. Knight recognized Brendan Callahan, Director of Sustainability, Maintenance, and Operations for doing great work with the facilities especially with the extended period of rain after the fire. Dr. Knight also commended Dr. Jay Greenlinger, Director of Curriculum and Instruction for organizing the sustainability summit which was in his opinion great experience and very enriching.

REPORT FROM SCHOOL SITE COUNCILS

The Board received School Site Council reports from Oak Hills Elementary School and Red Oak Elementary School.

REPORT FROM OAK PARK EDUCATION FOUNDATION

OPEF Executive Director, Vicki Raven, reported that the foundation has raised \$209,000 towards their fundraising goal of \$350,000. The Board is working on a big year end push to meet the goal. Vicki plans on meeting with the Parent Teachers Organizations, School Principals to build a relationship and look for speaking. OPEF sponsored Odyssey of the Mind is at 19 teams this year. They are working on finalizing the registration dates for the summer school. OPEF is looking forward to the distinguished donor event on February 2nd and has 50 people attending as of now.

REPORT FROM OAK PARK MUNICIPAL ADVISORY COUNCIL

Jane Nye, the MAC liaison to the Oak Park Unified School District reported that there were two new Board members sworn in JL Diaz and Janice Smets. They held a Board reorganization and Seema Chandra is the new MAC chair and Jane is the Vice Chair. Jane reported that the sheriff's deputy has informed the MAC of increase in vehicular thefts. The green light time at the Deerhill Road crosswalk has been increased and the road has been remarked to improve traffic flow. Jane also reported that the Volunteers in Policing should be approved soon by the County Board and the City Council.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Organizational Board Meeting December 11, 2018, and Special Board Meeting January 18, 2019](#)
- b. [Public Employee/Employment Changes 01CL24041-01CL24083 & 01CE09341-01CE09369](#)
- c. [Approve Purchase Orders – December 1 - December 31, 2018](#)

- d. [Approve Quarterly Report on Williams Uniform Complaints – January 2019](#)
- e. [Approve Out of State Travel for Certificated Employees to Attend the Teacher’s College Reading Toolkits Institute at Columbia University, NY – February 18-20, 2019](#)
- f. [Approve Student Teaching Agreement with NYU University, September 13, 201 – June 30, 2019](#)
- g. [Approve Notice of Completion, Project 17-35S, Kitchen Improvements at Medea Creek Middle School](#)
- h. [Accept 2018-2019 First Period Attendance Report](#)
- i. [Approve Overnight Trip for Oak Park High School Thespian Club – February 15-16, 2019 Chapman College , Orange, CA](#)

B3. CURRICULUM AND INSTRUCTION

- b. [Approve Environment Restoration Project at the District Owned Parcel on King James Court in Oak Park Unified School District](#)

Dr. Knight informed the Board and the public that the restoration project concept was to restore the property to a natural state after the fire and provide a living laboratory that OPUSD students could observe and study. The goal of the project was to be a benefit to the area and not in any way deteriorate things or make it difficult for homeowners. OPUSD has reached out to the Morrison Sutton HOA for further discussion and input.

The Board held a discussion on the proposed environment restoration project. Public Speakers Ernie Schroer and Jon Abelson addressed the Board regarding concerns related to the project. On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education tabled Environment Restoration Project at the District Owned Parcel on King James Court in Oak Park Unified School District. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

B2. BUSINESS SERVICES

- d. [Ratify Award of Measure S Purchase Contract, Project 18-42S, Computers-On-Wheels for Art Classes at Medea Creek Middle School](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education ratified Award of Measure S Purchase Contract, Project 18-42S, Computers-On-Wheels for Art Classes at Medea Creek Middle School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

The project was approved in the amount of \$39,232.89 and will be jointly funded from the Measure S bond fund (75%) and from the Ventura County Innovates Career and Technology Education grant (25%).

- e. [Authorize Project 18-49F, iMacs for Tech Lab at Medea Creek Middle School, and Ratify Related Equipment Purchase Contract](#)

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education authorized Project 18-49F, iMacs for Tech Lab at Medea Creek Middle School, and ratified Related Equipment Purchase Contract. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

The tech lab at MCMS currently has 28 desktops. The classes currently have anywhere from 32-35 students in them. In order to provide 1-1 instruction in these classes, including Computer Programming with Scratch, Computer Applications and Tech Investigations, budget for 7 more iMacs was approved at \$20,000, and the related equipment purchase contract with Apple Inc., in the amount of \$17,459.07, which will be jointly funded from the

Measure S bond fund and from the Ventura County Innovates Career and Technology Education grant.

f. Ratify Measure R Construction Contract, Project 17-03R – Art Court Facility Improvements at Oak Park High School

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education ratified Measure R Construction Contract, Project 17-03R – Art Court Facility Improvements at Oak Park High School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. The construction contract with Hughes General Engineering, Inc., in the amount of \$16,170, was approved to be funded from the Measure R bond fund.

g. Measure S Bond Facility Projects - Discussion of Campus Fencing and Security Considerations

The Board of Education held a discussion on Measure S Bond Facility Projects – Campus Fencing and Security Considerations. The current proposals for additional fencing are at Oak Hills Elementary School between the park and the school, at Red Oak Elementary School along the top of the property, and at Brookside Elementary School between the Administration Building and the MPR Building. There was also a discussion about replacing the 4-foot chain link fence around the school with a more attractive 6-foot wire fence.

h. Approve Submittal of California Department of Education Form J13A, Request for Allowance of Attendance Due to Emergency Conditions

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Approve Submittal of California Department of Education Form J13A, Request for Allowance of Attendance Due to Emergency Conditions. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

Form J13A to CDE is required to obtain an allowance for average daily attendance (ADA) and instructional time credit due to emergency conditions caused by the Woolsey Fire.

i. Accept Annual Audit Reports for Fiscal Year 2017-18, Including Bond Measures C6, R, and S

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education accepted the Annual Financial Audit Reports for Fiscal Year 2017-18. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

The District Financial Audit provided by the accounting firm of Christy White Accountancy Corp was accepted and no findings were reported. The Bond Audits for Measure C6, R, and S will be provided to the Board in February along with the audits of two auxiliary organizations ROES PFA and OPIMA.

j. Approve SB 1029 Bond Debt Transparency Report

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved SB 1029 Bond Debt Transparency Report. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

A report must be filed with the California Debt and Investment Advisory Commission (“CDIAC”) no later than January 31 for each bond or note issuance sold in the preceding fiscal year.

k. Approve Acceptance of Donations

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Acceptance of Donations. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

The Wells family donated \$500 to the Oak Park High School Rocket Team. The Oak Park High School Robotics Team received a \$3,000 grant from the College of the Canyons. The Board accepted the donations with much gratitude.

l. Approve Additional 2018-19 Stipends for Oak Park High School Winter Athletics Program

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Additional 2018-19 Stipends for Oak Park High School Winter Athletics Program. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

Additional stipends for OPHS Athletic program totaling \$12,910 were approved.

m. Approve Resolution #19-02 Implementing Prequalification of Modular Classroom Manufacturers under Assembly Bill 1565 and Public Contract Code 20111.6

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Resolution #19-02 Implementing Prequalification of Modular Classroom Manufacturers under Assembly Bill 1565 and Public Contract Code 20111.6. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

Assembly Bill 1565 is a law that went into effect January 1, 2014. It requires school districts with over 2,500 students to prequalify bidders for public works projects if the total project value is \$1,000,000 or more and if the project is funded, in whole or in part, with State bond funds. AB 1565, in part, added Section 20111.6 to the Public Contract Code.

B3. CURRICULUM

a. Approve Gender Diversity Training for all Staff at OPUSD Schools

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Gender Diversity Training for all Staff at OPUSD Schools. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

Mr. McGugan presented the Gender Diversity training that will be offered to staff in an effort to further the District's work to help ensure that our schools provide a supportive, inclusive and non-discriminatory learning environment for all students, including gender non-conforming and transgender students.

c. Approve Oak Park High School Mid-Cycle WASC Progress Report

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Oak Park High School Mid-Cycle WASC Progress Report. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

In April 2016, Oak Park High School received a six-year accreditation requiring a 3-year Progress Report and a one day visit by the WASC Visiting Committee. The Mid-cycle Progress Report was presented to the Board after it was developed with input from the OPHS staff and review by OPHS Site Council. The school will host the 3-member visiting committee who will meet with staff and stakeholders to validate the schools progress toward goals and review the revised action plan.

B4. HUMAN RESOURCES

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

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

The approved agreement includes a 3% increase to the salary schedules for all certificated bargaining unit members, retroactive to July 1, 2018. In June 2018 the Board had approved a \$1,000 increase to the health benefits cap provided by the District for eligible certificated bargaining unit members, retroactive to July 1, 2017.

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved

the Collective Bargaining Agreement Between the District and Oak Park Classified Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. The approved agreement includes a 2.5% increase to the salary schedules for all classified bargaining unit members and a \$1,000 increase to the health benefits cap provided by the District for eligible bargaining unit members, both retroactive to July 1, 2018. In June 2018 the Board had approved a 0.5% increase to the salary schedules for all classified bargaining unit members (exclusive of campus supervisors), retroactive to July 1, 2017.

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

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

The Board approved a 3% increase to the salary schedules for eligible confidential and administrative employees, retroactive to July 1, 2018. These specified unrepresented employees include the staff of the Oak Park Neighborhood School. In June 2018 the board approved a \$1,000 increase to the health benefits cap provided by the District for eligible confidential and administrative employees and specified unrepresented employees retroactive to July 1, 2017.

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

Board President, Denise Helfstein opened the Public Hearing at 8:13 pm. No comments, Public hearing was closed 8:14 pm. On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

Approved the Proposal for Articles 9,10, 11, 12, 14, 21, and 28 to be Sunshined and added to Collective Bargaining Negotiations with the District.

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

Board President, Denise Helfstein opened the Public Hearing at 8:14 pm. No comments, Public hearing was closed 8:14 pm. On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

Approved the Proposal for Articles 11,12 and 13 to be Sunshined and added to Collective Bargaining Negotiations with the District.

B5. BOARD

c. Approve Amendment to Employment Contract with Superintendent

On motion of Drew Hazelton, seconded by Derek Ross, the Board approved an addendum to the employment contract for Superintendent, Dr. Tony Knight, that established his salary, effective July 1, 2018, as \$228,493.86 which represents a 3% increase in his salary which is the same increase as all other certificated employees in the District received.

B6. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan – First Reading

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 0450 – Comprehensive Safety

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

b. Approve Amendment to Board Policy and Administrative Regulation 1330 – Use of School Facilities - First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy and Administrative Regulation 1330 – Use of School Facilities as First Reading to bring the policy back for a second reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

c. Approve Amendment to Board Policy and Administrative Regulation 3514 – Environmental Safety – First Reading

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3514 – Environmental Safety as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

d. Approve Amendment to Administrative Regulation 3514.2 – Integrated Pest Management – First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Amendment to Administrative Regulation 3514.2 – Integrated Pest Management as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

e. Approve Amendment to Board Bylaw 9322 - Agenda/Meeting Material - First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Bylaw 9322 – Agenda/Meeting Material as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

f. Approve Amendment to Board Bylaw 9324 – Minutes and Recordings - First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Bylaw 9324 – Minutes and Recordings as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On motion of Derek Ross, seconded by Barbara Laifman, there being no further business before this Board, the Regular meeting is declared adjourned at 8:29 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: FEBRUARY 19, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24084	Noah Cunning	Assistant Computer Support Technician	2/4/2019	General	\$14.87	DO
CL24085	Abimael Cortes Carrillo	Custodian SUB	2/6/2019	General	\$19.63	DO
CL24086	Lizardo Ceballos	Custodian SUB	2/7/2019	General	\$19.63	DO
CL24087	Debra Warwick	Instructional Assistant I - Literacy & Numeracy	1/28/2019	OPEF	\$19.87	ROES
CL24088	Jessica Hall	Instructional Assistant I - Literacy & Numeracy	1/28/2019	OPEF	\$16.72	ROES
CL24089	Joanna O'Melia	Instructional Assistant I - Literacy & Numeracy	1/28/2019	OPEF	\$16.72	OHES
CL24090	Theresa Courtney-Soper	Instructional Assistant I - Literacy & Numeracy	1/28/2019	OPEF	\$16.72	BES
CL24091	Barbara Rudin	Instructional Assistant II - Extended Care Program	2/7/2019	Fund 120	\$22.06	BES
CL24092	Rachel Fishbach	Instructional Assistant III - Behavior	1/22/2019	Special Ed	\$19.36	BES
CL24093	Brodie Reyes	Walk-On-Coach - Not to Exceed \$3,500.00	2/7/2019	Coaches, Athletics	TBD	OPHS
CL24094	Joshua Harrison	Walk-On-Coach - Not to Exceed \$3,500.00	1/31/2019	Coaches, Athletics	TBD	OPHS
CL24095	Leonard Beckerman	Walk-On-Coach - Not to Exceed \$3,500.00	1/31/2019	Coaches, Athletics	TBD	OPHS
CL24096	Nicholas Fahn	Walk-On-Coach - Not to Exceed \$3,500.00	1/31/2019	Coaches, Athletics	TBD	OPHS
CL24097	Paige Rasmussen	Walk-On-Coach - Not to Exceed \$3,500.00	2/7/2019	Coaches, Athletics	TBD	OPHS
CL24098	Paris Dosch	Walk-On-Coach - Not to Exceed \$3,500.00	1/31/2019	Coaches, Athletics	TBD	OPHS
CL24099	Samuel Torgove	Walk-On-Coach - Not to Exceed \$3,500.00	1/31/2019	Coaches, Athletics	TBD	OPHS
CL24100	Scott Kevorken	Walk-On-Coach - Not to Exceed \$3,500.00	1/31/2019	Coaches, Athletics	TBD	OPHS
CL24101	Sean Solomon	Walk-On-Coach - Not to Exceed \$3,500.00	2/7/2019	Coaches, Athletics	TBD	OPHS
CL24102	Stephanie Carlson	Walk-On-Coach - Not to Exceed \$3,500.00	2/7/2019	Coaches, Athletics	TBD	OPHS
CL24103	Teri McLaughlin	Walk-On-Coach - Not to Exceed \$3,500.00	1/31/2019	Coaches, Athletics	TBD	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 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
CL24104	Daiana Baez	Assistant Site Leader Working Out of Class	1/2/2019	Fund 120	\$20.01	ROES
CL24105	Judy Violette	Depart Clerk Sub to Department Clerk Regular	1/14/2019	General	\$19.15	MCMS
CL24106	Janet Lee	Instructional Assistant I - Literacy & Numeracy Increase in Hrs.	1/7/2019	OPEF - Friends	\$16.72	BES
CL24107	Morgan Jones-Hurwitz	Instructional Assistant I - Literacy & Numeracy Increase in Hrs.	1/7/2019	OPEF - Friends	\$16.72	BES
CL24108	Holly Crain	Instructional Assistant III - Behavior from OPHS to BES/OPHS	1/30/2019	Special Ed	\$19.36	BES
CL24109	Annette Segal	Business Department Assistant	12/19/2018	LOA Medical	\$28.34	DO
CL24110	Linda Roberts	Office Manager	1/7/2019	LOA Medical	\$25.02	OVHS
CL24111	Brianna Hedgecock	Extended Care Site Leader	1/22/2019	LOA Medical	\$25.65	OHES
CL24112	Laura Almada	Data Support Specialist	1/25/2019	LOA Medical	\$32.81	DO
CL24113	Annette Segal	Business Department Assistant	2/4/2019	LOA Medical	\$28.34	DO

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24114	Emily Trowbridge	Instructional Assistant I - Tech Lab	12/18/2018	Resignation	\$19.87	OHES
CL24115	Steven Weiner	Campus Supervisor SUB	12/21/2018	Resignation	\$17.12	MCMS
CL24116	Ryan Haines	Extended Care Assistant Site Leader	1/22/2019	Resignation	\$20.54	OHES
CL24117	Brianna Hedgecock	Extended Care Site Leader	1/30/2019	Resignation	\$25.65	OHES

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: FEBRUARY 19, 2019
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site	
01CE09370	Kelly Richardson	Guest Teacher	2/1/2019	General	DO	
01CE09371	Debra Warwick	Guest Teacher	2/1/2019	General	DO	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09372	Sheri Merfeld	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09373	Elisa Duffy	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09374	Kate Gregg	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09375	Patti Holland	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09376	Jan Sloane	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09377	Marjorie Cohen	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09378	Julie Matthews	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09379	Grace McKeegan	December Class Size Overage	12/3/2018	General	\$ 75.00	ROES
01CE09380	Quincie Melville	December Class Size Overage	12/3/2018	General	\$ 75.00	OHES
01CE09381	Cindy Lokitz	December Class Size Overage	12/3/2018	General	\$ 75.00	OHES
01CE09382	Allison Shapiro	December Class Size Overage	12/3/2018	General	\$ 75.00	OHES
01CE09383	Stephanie Love	December Class Size Overage	12/3/2018	General	\$ 75.00	OHES
01CE09384	Angela Folendorf	December Class Size Overage	12/3/2018	General	\$ 65.00	OHES
01CE09385	Denise Keane	December Class Size Overage	12/3/2018	General	\$ 75.00	BES
01CE09386	Tawnya Watson	December Class Size Overage	12/3/2018	General	\$ 75.00	BES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE09386	Beth Barber	Medical Leave	1/7/2019	General	BES	
01CE09387	Michelle Varju	Maternity Leave	12/28/2018	General	BES	
01CE09388	Katie Bailey	Maternity Leave	12/31/2018	General	OHES	
01CE09389	Amy Kobayashi	Temp increase to 1.0 (.4 Perm/.6 Temp)	1/29/2019	General	OPIS	
01CE09390	Gracie Jerrems	Maternity Leave	1/25/2019	General	OPNS	

SEPARATION

Number	Name	Position	Effective Date	Separation	Salary	Site
01CE09390	Emily Trowbridge	Long Term Guest Teacher	1/8/2019	Moving		OHES

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: FEBRUARY 19, 2019
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – JANUARY 1 THROUGH 31, 2019

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period January 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 01/01/2019 - 01/31/2019

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00010	Do-It Center	DISC: Custodial /maintenance supplies	Medea Creek Middle School	010	950.00
B19-00032	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	8,500.00
B19-00110	Southwest School Supply	Supplies for Extended Care-Brookside	Extended Care Program	120	7,000.00
B19-00142	Johnstone Supply	2018 - 2019 for Plumbing Supplies	Business Administration	010	15,000.00
B19-00144	Cedar Valley Plumbing Supply	2018 - 2019 Plumbing Supplies & Tools	Business Administration	010	5,790.00
B19-00148	Agoura Wholesale Electric Corp	2018-2019 Electrical Supplies	Business Administration	010	2,000.00
B19-00163	Oak Park Water Service	2018-2019 Water Utility	Business Administration	010	263,241.00
B19-00168	Pierres Welding & Maint.	2018-2019 Welding Services District-Wide	Business Administration	010	8,545.00
B19-00169	Golden State Elevator	2018-2019 Annual Testing Elevators	Business Administration	010	7,000.00
B19-00184	Federal Express Corp.	Federal Express Shipping Charges 2018-19	Business Administration	010	2,000.00
B19-00233	McMaster-Carr Company	2018-2019 for Electrical Supplies	Business Administration	010	1,300.00
B19-00253	Channel Islands Roofing	2018-19 Open PO for Roof/ Gutter Repairs	Business Administration	010	12,000.00
B19-00256	Pacific Artglass Corp	Arto/donation/Mat & Supp	Oak Park High School	010	1,044.33
B19-00257	SiteOne Landscape Supply, LLC	Proj 18-18S Irrigation Mods for new classrooms BES	Business Administration	211	8,000.00
P18-00530	Harley Ellis Devereaux	Pro 17-35S - KIT Renovation - Scoping & Program	Business Administration	211	117,518.22
				211	50,483.04
P19-00084	Office Depot Customer Service Center	Blanket PO for Office Supplies	Oak View High School	010	1,300.00
P19-00226	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Field Trip Transportation	Oak View High School	010	3,000.00
P19-00302	STAR of California dba STAR of CA, ERA ED	2018/19 - STAR of California - SpEd services	District-wide	010	16,349.61
P19-00488	Hughes General Engineering	Proj 17-03R Trench Drain Install Art Court OPHS	Business Administration	213	16,170.00
P19-00500	Premier Carpet, Inc.	Proj 18-39S Counselor Office Reno Carpet MCMS	Business Administration	211	4,402.00
P19-00501	Agoura Lock Technologies, Inc.	Proj 17-35S Hardware for Locker Room Entry MCMS	Business Administration	211	5,243.31
P19-00502	Acorn Press	Resident Enrollment Advertising 2019-20	District-wide	010	1,167.20
P19-00503	ORCA Digesters Inc	Proj 18-45S ORCA Equip-Half Racks for Kitchen-MCMS	Business Administration	211	521.00
P19-00504	ABM Electrical Power Svs	Proj 18-48S EV Charging Station at MCMS	Business Administration	211	8,134.25
P19-00505	Taft Electric Company	Proj 18-48S Electric Install for EV Charger MCMS	Business Administration	211	9,618.00

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 01/01/2019 - 01/31/2019

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00506	Office Depot Customer Service Center	Measure S Polycom Speakerphone	Business Administration	211	728.78
P19-00507	City Of Ventura Parks & Rec.	4th Grade Field Trip to Olivas Adobe	Oak Hills Elementary School	010	1,110.00
P19-00508	Underwood Family Farms at Tier ra Rejada	1st Grade Field Trip to Underwood Family Farm	Oak Hills Elementary School	010	1,680.00
P19-00509	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Buses for 1st Grade Field Trip to Underwood Farms	Oak Hills Elementary School	010	1,140.00
P19-00510	AAA Camps, LP DBA Valley Trails Summer Camp	4th Grade Field Trip to VT Ranch	Oak Hills Elementary School	010	1,400.00
P19-00512	Natural Wonders Trees Inc	2018 Fall Valley Oaks Inspect/Hazard Pruning OPHS	Business Administration	010	3,550.00
P19-00513	Houghton Mifflin Harcourt c/o American Express	OPIS 18/19 GoMath!6th Gr Teacher Ed	Curriculum	010	531.90
P19-00514	Southwinds Transportation	Donation 4th grade field trip	Brookside School	010	881.20
P19-00515	Pali Institute Attn:Business Manager	DON: Pali Institute Deposit 2019-20	Medea Creek Middle School	010	5,130.00
P19-00516	So CA Association of Science Specialists, Inc.	DON: Science Olympiad Registration	Medea Creek Middle School	010	325.00
P19-00517	Triunfo Cty San Dist	Proj 18-18S Sewer Connection New Classroom Bldgs	Business Administration	211	14,175.00
P19-00518	Performances To Grow On	Donation - K field trip	Brookside School	010	190.00
P19-00519	Naviance, Inc	Naviance Renewal	Home Independent Study Program	010	1,210.00
P19-00520	Balfour Beatty Construction	Const. Mgmt. Svs.for the period 12/1/18-12/31/18	Business Administration	211	37,921.00
P19-00521	CARNEGIE ART MUSEUM CORNERSTONES ED. PROGRAM	1st Grade Field Trip to Carnegie Art Museum	Oak Hills Elementary School	010	285.00
P19-00522	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 1st Grade Field Trip to Carnegie Museum	Oak Hills Elementary School	010	1,065.00
P19-00523	VCOE	2018/19 SpEd Paraeducator Services - VCOE/Access	District-wide	010	48,996.00
P19-00524	CR Print	2018/2019 Garden Program Certificates	Curriculum	010	544.83
P19-00525	Omry Elbaz	SpEd - Hebrew Translation for Speech Assessment	District-wide	010	90.00
P19-00526	Thomson West	Education Code Books	Superintendent	010	334.63
P19-00527	Custom Modular Services Corp	Woolsey Cyn Fire Damage OHES	Business Administration	010	12,720.00
P19-00528	Assoc Of Calif Sch Admin	2019 Every Child Counts Symposium	District-wide	010	425.00
P19-00529	Education Through Nature	Reclusive Rainforests program- 1/3/19 and 1/4/19	Extended Care Program	120	1,015.00
P19-00530	Audrey Walzer dba Camarillo Yoga Center	Sudent/Parent Mindfulness Talk 12/8/18	Curriculum	010	300.00
P19-00531	Audrey Walzer dba Camarillo Yoga Center	Mindfulness for Educators 6 week series	Curriculum	010	3,000.00

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

ESCAPE ONLINE

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

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00532	HEINEMANN	ROES 2018/19 Units of Study Writing 2nd Grade	Curriculum	010	281.96
P19-00533	West Pac Design, Inc.	T-Shirts and Sweatshirts for Ext. Care Staff	Extended Care Program	120	3,110.25
P19-00534	U.S. Bank Trust Nat'l Assn.	Admin Fees GOB Election 2008 Series 2013B	Business Administration	010	880.00
P19-00535	U.S. Bank Trust Nat'l Assn.	Admin Fees GOB Election 2006 Series 2013A	Business Administration	010	880.00
P19-00536	U.S. Bank Trust Nat'l Assn.	Admin Fees GOB Election 2006 Series 2015A	Business Administration	010	800.00
P19-00537	West Pac Design, Inc.	DON: Mock Trial Sweatshirts	Medea Creek Middle School	010	318.53
P19-00538	CA Scholarship Federation Inc.	DON: CJSF Registration	Medea Creek Middle School	010	100.00
P19-00540	Mission Santa Barbara	Parent funded field trip--4th gr.	Red Oak Elementary School	010	719.00
P19-00541	Airtek Indoor Air Solutions	Proj 18-34R Duct Cleaning EC Bldgs. OHES/ROES/MCMS	Business Administration	010	2,352.00
P19-00542	Rancho Simi Recreation & Park District	OPHS Girls Lacrosse Field Use Fees @Deerfield Park	Business Administration	010	1,560.00
P19-00543	Pacwest Air Filter, LLC	Fire Related HVAC Filter Replacements	Business Administration	010	5,021.12
P19-00544	Community Educational Ent Ramona Brandes	Parent funded field trip	Red Oak Elementary School	010	90.00
P19-00545	Karen Kennedy dba Camino Real Naturalist & Historical Interp	3rd Grade The Natural World of the Chumash Program	Oak Hills Elementary School	010	520.00
P19-00546	Green Schools Natl Network Inc	GSNN Sustainability Leadership Summit	Curriculum	010	5,000.00
P19-00547	Univ Enterprises Corp at CSUSB	Calif Art Standards Seminar	Curriculum	010	360.00
P19-00548	Southwinds Transportation	Field trip--1st grade--Civic Arts Plaza	Red Oak Elementary School	010	881.20
T19-00024	Apple Computer, Inc. Ms198-3ED	Proj 18-42S iPadPros for MCMS Art COWs	Technology Coordinator	010	10,000.00
				211	29,232.88
T19-00025	Apple Computer, Inc. Ms198-3ED	Proj 18-49F iMacs for MCMS Tech Lab	Technology Coordinator	010	10,000.00
				211	8,052.16
Total Number of POs			68	Total	795,184.40

Fund Recap

Fund	Description	PO Count	Amount
211	Measure S Facilities & Tech	1	117,518.22
Total Fiscal Year 2018			117,518.22

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

ESCAPE ONLINE

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

Fund Recap (continued)

Fund	Description	PO Count	Amount
010	General Fund	54	473,859.51
120	Child Development Fund	3	11,125.25
211	Measure S Facilities & Tech	12	176,511.42
213	Measure R FACILITIES Bond Fund	1	16,170.00
		Total Fiscal Year 2019	677,666.18
		Total	795,184.40

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

ESCAPE ONLINE

Page 4

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
MOCK TRIAL TO THE MOCK TRIAL STATE FINALS –
MARCH 21 – 24, 2019**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Mock Trial Team to attend the Mock Trial Finals, in Sacramento CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this competition at Gordo D. Schaber Courthouse, Sacramento, CA scheduled on March 21 - 24, 2019. Approximately 18 students, the OPHS Principal, and 2 OPHS employees (male & female) will travel by OPHS SUVs on Thursday, March 21, 2019 and return on Sunday, March 24, 2019. Members and chaperones will stay at the Holiday Inn in Sacramento, CA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

FISCAL IMPACT: The cost is a voluntary donation of \$250.00 (which includes registration, transportation, and lodging). Funding source is the ASB Fund and is included in the 2018-19 ASB budget.

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School Mock Trial– Sacramento, CA.
2. Do not approve the field trip as presented.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.1.e. APPROVE OVERNIGHT FIELD TRIP FOR OAK VIEW HIGH SCHOOLS STUDENTS - APRIL 1-5, 2019 - YOSEMITE, CA

CONSENT

ISSUE: Shall the Board of Education approve overnight field trip for Oak View High School(OVHS) students to Yosemite?

BACKGROUND: Principal, Kent Cromwell, requests approval for OVHS students to attend a 5 days overnight trip (4 nights) to Yosemite as part of the school's new Nature Based program offered through NatureBridge. Students will explore the deep valleys, grand meadows, and sequoia forests, while challenging themselves physically, building meaningful relationships and discovering a caring relationship with the natural world. This will be a once in a life time opportunity for many of these students and a wonderful way for them to learn, first hand, about the Yosemite Valley and the important role that it plays in our state's ecosystem.

Approximately 30 students, the OVHS Principal, 1 teacher and 2 parent chaperones will travel by buses (Pacific Platinum Services) on April 1, 2019 and stay in Half Dome Village. The group will return on April 5, 2019. 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 total cost of the overnight fieldtrip is: \$21,875 and is included in the Board-approved budget for 2018-19

ALTERNATIVES:

1. Approve overnight field trip for Oak View High School Grade students to Yosemite.
2. Do not approve overnight field trip for Oak View High School Grade students to Yosemite.

RECOMMENDATION: Alternative #1

Prepared by: Kent Cromwell, Principal, Oak View High School

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

BOARD MEETING, FEBRUARY 19, 2019

Approve overnight trip for OVHS student to Yosemite

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: FEBRUARY 19, 2019
SUBJECT: B.1.f. APPROVE OUT OF STATE TRAVEL FOR DISTRICT EMPLOYEES TO ATTEND THE NATIONAL GREEN SCHOOLS CONFERENCE & EXPO) APRIL 2019 IN, MN.

CONSENT

ISSUE: Shall the Board of Education approve out of state travel for District employees to attend national Green Schools Conference(GSCE) and Expo in April 2019 in St. Paul, MN?

BACKGROUND: According to Board Policy 3350, the Board of Education must approve out of state travel for District employees. OPUSD is proposing to send the following employees to the national GSCE Expo occurring on April 6th – 9th, 2019: Dr. Tony Knight, Dr. Jay Greenlinger, Brendan Callahan, and possibly Carole Ly*. This is an annual conference that provides opportunities for School Districts dedicated to sustainability to network as well as to gain a deeper understanding of technologies and opportunities in this area. As members of the Catalyst Network, OPUSD will also be meeting with other Catalyst schools and Green Schools leadership to move forward on goals and actions identified in the recent Sustainability Summit held in OPUSD.

FISCAL IMPACT: The estimated total cost of this training for all attendees is: Registration \$1200 + Lodging \$2270.00 + Airfare \$1900.00 + meals/taxi \$1100.00= \$6470.00. Funding source is LCAP Goal 2-12. *Carole Ly has submitted a proposal to be a presenter at this event. Currently she is wait listed. If she is not chosen to present the estimated fiscal impact would be less.

ALTERNATIVES:

1. Approve out of state travel for certificated/classified employees to attend the national GSCE Expo in St. Paul MN.
2. Do not approve out of state travel for certificated/classified employees to attend the national GSCE Expo in St. Paul MN.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

BOARD MEETING, FEBRUARY 19, 2019

Approve out of state travel for District employees to attend
National GSCE Expo in April 2019 in St. Paul, MN

Page 2

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 18-40S, UPGRADE AND ADDITION OF SAFETY/SECURITY GATES FOR PERIMETER FENCING AT MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School, contracted with Fence Factory?

BACKGROUND: On October 16, 2018, the Board of Education authorized the award of a contract for Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School, contracted with Fence Factory of Moorpark, California.

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

- ALTERNATIVES:**
1. Approve the Notice of Completion for Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School, contracted with Fence Factory of Moorpark, California.
 2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Notice of Completion

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

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

That on or about October 16, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory, of Moorpark, California, for Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School, on certain real property hereinbefore described: that said building and improvements were actually completed on February 19, 2019: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

**NOTICE OF COMPLETION, PROJECT 18-40S, UPGRADE AND
ADDITION OF SAFETY/SECURITY GATES FOR PERIMETER
FENCING AT MEDEA CREEK MIDDLE SCHOOL**

PROJECT NUMBER AND TITLE

TITLE: PROJECT 18-40S UPGRADE AND ADDITION OF SAFETY/SECURITY GATES FOR PERIMETER FENCING AT MEDEA CREEK MIDDLE SCHOOL

DESCRIPTION: THE INSTALLATION OF FENCING AND GATES WILL PREVENT ACCESS FROM THE OUTSIDE, AND THE GATES TO OPEN EASILY IN CASE OF AN EMERGENCY.

DATE OF AUTHORIZATION: OCTOBER 16, 2018

PROJECT BUDGET

AMOUNT: \$85,633

DATE OF AUTHORIZATION: OCTOBER 16, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: OCTOBER 16, 2018

CONTRACTOR INFORMATION

COMPANY NAME: FENCE FACTORY

LOCATION: MOORPARK, CA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$85,633

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: FEBRUARY 19, 2019

FINAL CONTRACT AMOUNT: \$85,633

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.a. DISCUSSION ON GOVERNOR'S JANUARY BUDGET PROPOSAL FOR 2019-20 AND LCAP TIMELINE

DISCUSSION

ISSUE: Shall the Board receive and discuss information pertaining to the Governor's January budget proposal and LCAP timeline for the 2019-20 fiscal year?

BACKGROUND: As required by law, Governor Gavin Newsom released his proposal for the State's 2019-20 budget on January 10, 2019, including his funding plan for K-12 education. In order to obtain more detailed information regarding the Governor's proposal, District staff has attended budget workshops on the Governor's proposal presented by both School Services of California and Capitol Advisors Group. Staff will share information obtained at the workshops with the Board at this evening's meeting and discuss the anticipated impact of the proposal on Oak Park schools in the upcoming budget year. An update on the timeline for the update and development of the District's 3-year Local Control Accountability Plan will also be discussed.

FISCAL IMPACT: None. Information and discussion only.

ALTERNATIVES: None. Information and discussion only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.b. APPROVAL OF 2018-19 SAFE SCHOOL PLANS

ACTION

ISSUE: Shall the Board review and approve the 2018-19 Safe School Plan for each District school as required by Education Code 35294.2?

BACKGROUND: The Oak Park Unified School District must annually review and update its Safe School Plans in order to remain in compliance with EC 35294.2. This year each of the District's schools has updated its plan, providing specific site information to update the District master copy. These updates include staff responsibilities, and procedures to be followed by students and staff in the event of disaster or emergency. EC 35294.2 requires that the revised plans be approved by the Board of Education and be made available for public display each school year. Each site's updated plan and certification of compliance has been completed and may be accessed at the following link: <https://goo.gl/M5CCVb>

As required by Education Code, subsequent to the Board's approval, each school will display its Safe School Plan for public review.

FISCAL IMPACT: None; approval of the 2018-19 Safe School Plans satisfies the statutory requirements of Education Code 35294.2.

ALTERNATIVES:

1. Approve the updated Safe School Plans as presented.
2. Do not approve the amended Safe School Plans.

RECOMMENDATION: Alternative No. 1

Prepared by: Stew McGugan, Director, Alternative Education
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.c. ACCEPT 2017-18 ANNUAL AUDIT REPORTS FOR BOND MEASURES C6, R, AND S, AND FOR AUXILIARY ORGANIZATIONS

ACTION

ISSUE: Shall the Board receive and accept the 2017-18 annual audit reports for Bond Measures C6, R and C6, and for selected auxiliary organizations?

BACKGROUND: As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2018. The District’s general financial audit was presented and accepted by the Board at its meeting in January, 2019. At this evening’s meeting the Board will receive the annual financial and performance audits of the District’s three bond funds, Fund 211 (Measure S), Fund 212 (Measure C6), and Fund 213 (Measure R). The Board will also receive the annual review of the financial statements of the Red Oak Parent Faculty Association and Oak Park Instrumental Music Association, two of the District’s ten auxiliary organizations that are reviewed annually on a rotating basis. These audit reports, prepared by the accounting firm of Christy White Accountancy Corp., may be accessed at the following link: <https://goo.gl/iG3oHk>

FISCAL IMPACT: None; acceptance of the annual audits fulfills the Board’s obligation as required by EC 41020 and Article XIII.B of the State Constitution.

- ALTERNATIVES:**
1. Accept as record the 2017-18 annual audit reports.
 2. Do not accept the 2017-18 annual audit reports.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.d. APPROVE DISTRICT RESPONSE TO CALPERS COMPLIANCE REVIEW
ACTION

ISSUE: Shall the Board approve the District response to CalPERS Compliance Review and salary schedules?

BACKGROUND: In a random sampling, last year OPUSD was one of 64 public agencies selected by CalPERS Audit Services for its review of pay rate increases for the period of July 1, 2012 through June 30, 2017. In December 2018, the District received the agencies final review. The report cited an exception, observing that the salary schedules in effect for Certificated employees in 2013 and for Preschool employees in 2014 did not clearly state the time base (hourly, monthly, etc.) required by California Code of Regulations (CCR) section 570.5. To correct this exception, it is necessary for the Board to approve Certificated and Preschool salary schedules for the period of July 1, 2012 through June 30, 2017, amended to clearly state the applicable time base for the salary rate in each schedule. To ensure compliance with CCR 570.5 going forward, the Certificated and Preschool salary schedules for the periods of July 1, 2017 through June 30, 2019 are also included for the Board’s approval. The applicable salary schedules requiring the Board’s approval may be accessed at the following link: <https://goo.gl/3zMaHn>

FISCAL IMPACT: None. Board approval of the amended salary schedules will satisfy the CalPERS Compliance Review observation, and bring OPUSD in compliance with CCR section 570.5.

- ALTERNATIVES:**
1. Approve the accompanying Certificated and Preschool salary schedules for the period of July 1, 2012 through June 30, 2019, each amended to clearly state the time base for the salary rate, as the District’s response to the CalPERS Compliance Review observation.
 2. Do not approve the salary schedules.

RECOMMEDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.e APPROVE ADJUSTMENT TO CLASSIFIED SALARY SCHEDULE FOR SPECIFIED CHILD NUTRITION SERVICES STAFF

ACTION

ISSUE: Shall the Board approve an adjustment to the Classified Salary Schedule for specified Child Nutrition Services staff?

BACKGROUND: The District’s Child Nutrition Services (CNS) department has historically found it extremely difficult to recruit, fill, and maintain food service personnel positions for OPUSD cafeterias, as potential applicants appear to opt instead for the higher paying Campus Supervisor positions. In order to address this problem, Administration is recommending adjusting the classified salary schedule to move the CNS Assistant I position from Range 05 (\$15.21/hour to \$19.13/hour) to Range 06 (\$15.67/hour to \$19.72/hour), the same rate as the newly created classified Campus Supervisor position. Assuming the Board’s approval, the change would be effective on March 1, 2019. As required by the collective bargaining agreement, Administration is negotiating this proposal with the Oak Park Classified Association, expected to conclude early in the week of February 11, 2019. This report will be updated with final costs and details upon conclusion of those negotiations.

FISCAL IMPACT: The cost of the proposed salary adjustment is projected at \$1,691 for 2018-19 and \$5,637 annually thereafter, to be borne by the Cafeteria Fund (Fund 120).

- ALTERNATIVES:**
1. Approve the movement of Child Nutrition Service Assistant I position from Range 05 to Range 06 on the classified salary schedules, effective March 1, 2019, and approve the accompanying classified salary schedules modified to reflect this change.
 2. Do not approve the salary range adjustment and accompanying salary schedules.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE CL (HOURLY)
EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK

2018-19 SCHOOL YEAR

****Board Approval of Revision: February 19, 2019**
Board Approved: January 23, 2019

****Revision Effective: March 1, 2019**
Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	17.52	18.54	19.63	20.81	22.06	10 Month
Student Services Assistant I	10	17.52	18.54	19.63	20.81	22.06	10 Month
Department Clerk	10	17.52	18.54	19.63	20.81	22.06	10 Month
Student Services Assistant II	12	18.54	19.63	20.81	22.06	23.38	10.5 Month
Guest Teacher Coordinator	12	18.54	19.63	20.81	22.06	23.38	180 Day
Student Services Assistant III	14	19.63	20.81	22.06	23.38	24.73	10.5 Month
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	19.63	20.81	22.06	23.38	24.73	12 Month
Warehouse Worker/Delivery	18	21.42	22.70	24.04	25.42	26.95	12 Month
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant I**	06	15.67	16.58	17.55	18.60	19.72	180 Day
Child Nutrition Services Assistant II	07	16.07	17.02	18.02	19.13	20.26	180 Day
Child Nutrition Services Cook	08	16.46	17.45	18.49	19.66	20.83	180 Day
Child Nutrition Services Bookkeeper	12	18.54	19.63	20.81	22.06	23.38	10 Month
Child Nutrition Services Assistant/Delivery	12	18.54	19.63	20.81	22.06	23.38	180 Day
<u>OTHER CLASSIFIED SUPPORT</u>							
Campus Supervisor	06	15.67	16.58	17.55	18.60	19.72	180 Day
Instructional Assistant I	7.5	16.20	17.14	18.13	19.24	20.37	180 Day
Instructional Assistant II	10	17.52	18.54	19.63	20.81	22.06	180 Day
Instructional Assistant II - Ext. Care Pgm	10	17.52	18.54	19.63	20.81	22.06	196 Day
Technology Assistant	10	17.52	18.54	19.63	20.81	22.06	180 Day
Library/Media Technician	13	19.25	20.39	21.60	22.83	24.19	10 Month
College/Career Center Technician	13.5	19.37	20.52	21.72	22.94	24.32	10.5 Month
Instructional Assistant III	14	19.63	20.81	22.06	23.38	24.73	180 Day
Social Emotional Services Specialist	27	30.64	32.20	33.83	35.56	37.36	192 Day
Occupational Therapist	30	37.68	39.93	42.34	44.88	47.58	10 Month
<u>EXEMPT POSITIONS</u>							
Student/Casual Worker*	X01	12.00					As Assigned
Campus Supervisor Substitute	X03	15.67					As Assigned
Child Nutrition Services Substitute	X04	15.67					As Assigned
Clerical Substitute	X02	17.52					As Assigned
Custodial Substitute	X05	19.63					As Assigned
IA I SUB	X06	16.20					As Assigned
IA II SUB	X07	17.52					As Assigned
IA III SUB	X09	19.63					As Assigned
Special Events Supervision (ASB)***	X12	17.63					As Assigned
<u>SUMMER SCHOOL</u>							
ESY Instructional Assistant II	X10	18.69					As Assigned
ESY Instructional Assistant III	X11	21.65					As Assigned

*Revised to reflect current minimum wage 1/1/2019

**Revised to new Range effective 3/1/2019

***This is a non-represented, OPHS ASB Funded position (ASB Approved January 23, 2019)

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE CL (HOURLY)
EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK

2018-19 SCHOOL YEAR

****Board Approval of Revision: February 19, 2019**
Board Approved: January 23, 2019

****Revision Effective: March 1, 2019**
Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	17.52	18.54	19.63	20.81	22.06	10 Month
Student Services Assistant I	10	17.52	18.54	19.63	20.81	22.06	10 Month
Department Clerk	10	17.52	18.54	19.63	20.81	22.06	10 Month
Student Services Assistant II	12	18.54	19.63	20.81	22.06	23.38	10.5 Month
Guest Teacher Coordinator	12	18.54	19.63	20.81	22.06	23.38	180 Day
Student Services Assistant III	14	19.63	20.81	22.06	23.38	24.73	10.5 Month
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	19.63	20.81	22.06	23.38	24.73	12 Month
Warehouse Worker/Delivery	18	21.42	22.70	24.04	25.42	26.95	12 Month
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant I**	06	15.67	16.58	17.55	18.60	19.72	180 Day
Child Nutrition Services Assistant II	07	16.07	17.02	18.02	19.13	20.26	180 Day
Child Nutrition Services Cook	08	16.46	17.45	18.49	19.66	20.83	180 Day
Child Nutrition Services Bookkeeper	12	18.54	19.63	20.81	22.06	23.38	10 Month
Child Nutrition Services Assistant/Delivery	12	18.54	19.63	20.81	22.06	23.38	180 Day
<u>OTHER CLASSIFIED SUPPORT</u>							
Campus Supervisor	06	15.67	16.58	17.55	18.60	19.72	180 Day
Instructional Assistant I	7.5	16.20	17.14	18.13	19.24	20.37	180 Day
Instructional Assistant II	10	17.52	18.54	19.63	20.81	22.06	180 Day
Instructional Assistant II - Ext. Care Pgm	10	17.52	18.54	19.63	20.81	22.06	196 Day
Technology Assistant	10	17.52	18.54	19.63	20.81	22.06	180 Day
Library/Media Technician	13	19.25	20.39	21.60	22.83	24.19	10 Month
College/Career Center Technician	13.5	19.37	20.52	21.72	22.94	24.32	10.5 Month
Instructional Assistant III	14	19.63	20.81	22.06	23.38	24.73	180 Day
Social Emotional Services Specialist	27	30.64	32.20	33.83	35.56	37.36	192 Day
Occupational Therapist	30	37.68	39.93	42.34	44.88	47.58	10 Month
<u>EXEMPT POSITIONS</u>							
Student/Casual Worker*	X01	12.00					As Assigned
Campus Supervisor Substitute	X03	15.67					As Assigned
Child Nutrition Services Substitute	X04	15.67					As Assigned
Clerical Substitute	X02	17.52					As Assigned
Custodial Substitute	X05	19.63					As Assigned
IA I SUB	X06	16.20					As Assigned
IA II SUB	X07	17.52					As Assigned
IA III SUB	X09	19.63					As Assigned
Special Events Supervision (ASB)***	X12	17.63					As Assigned
<u>SUMMER SCHOOL</u>							
ESY Instructional Assistant II	X10	18.69					As Assigned
ESY Instructional Assistant III	X11	21.65					As Assigned

*Revised to reflect current minimum wage 1/1/2019

**Revised to new Range effective 3/1/2019

***This is a non-represented, OPHS ASB Funded position (ASB Approved January 23, 2019)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.f. APPROVE ARCHITECTURAL AND ENGINEERING SERVICES AGREEMENT WITH ADAPTIVE MODULAR SOLUTIONS, INC., FOR MEASURE S PROJECT 18-19S, CLASSROOM REPLACEMENT (6) AT OAK HILLS ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board of Education approve an architectural and engineering services agreement with Adaptive Modular Solutions, Inc., for Measure S Project 18-19S, Classroom Replacement (6) at Oak Hills Elementary School?

BACKGROUND: At its meeting in March, 2018, the Board approved Measure S Master Plan Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School. To complete the submittal of the project plans to the Division of the State Architect (DSA) and expedite its final approval for construction, it is necessary to engage the architecture and engineering services of modular classroom manufacturer Adaptive Modular Solutions (AMS). After review of the following AMS proposal, the Measure S Planning Committee, on advice of its subcommittee, District Administration and the construction management team, recommends the Board's approval of an agreement with Adaptive Modular Solutions, Inc. for architectural and engineering services agreements for Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School.

FISCAL IMPACT: None. The cost of the proposed contract is included in the approved Measure S Master Plan for this project.

- ALTERNATIVES:**
1. Approve the architectural and engineering services agreement with Adaptive Modular Solutions, Inc., for Measure S Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School, in the amount of \$54,717.
 2. Do not approve the agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: KEITH HENDERSON
OAK PARK UNIFIED SCHOOL DISTRICT
1002 DOUBLETREE ROAD
OAK PARK, CA 91377

FROM: SHANNON HALL
ADAPTIVE MODULAR SOLUTIONS INC.
3025 E. DOMINGUEZ ST.
CARSON, CA 90810

DATE: JANUARY 30, 2019

PROJECT: OAK HILLS ELEMENTARY SCHOOL

Background and Objectives

Oak Park Unified School District is looking to construct (6) 960sf modular classrooms, (1) 320sf modular restroom and (1) 320sf modular staff restroom/janitor room with approximately 160sf of the container being used for a storage unit at the Oak Hills Elementary School Campus located at 1010 Kanan Drive, Oak Park, CA 91377. The project will provide classrooms a restroom and a storage unit for students and teachers.

Scope of Work

Adaptive will work with the site Architect to determine the best configuration of the structures and use on the site plan. Once a final plan has been determined, Adaptive will provide the final Architectural and Engineering drawings required for the inclusion in the overall architect deliverable. The detailed scope of work is summarized below:

i. Preliminary Design Review

Review of the plans developed by the Architect of Record and District and identify any issues as they relate to the manufacturing of the Adaptive product.

ii. Design Development

Generate/provide room layouts and design options based on the preliminary site plan.

- Prepare unit layouts to accommodate needs for the specific population
- Prepare design documents (elevations and site layout) for incorporation into the architect's overall plans for the site.
- Create a preliminary budget to determine the high-level feasibility of the project and provide design revisions based on any constraints.
- Be involved in a design review by internal stakeholders and will amend conceptual plans based on feedback.

iii. A&E Construction Drawings

Prepare final A&E drawings for inclusion in project package prepared for submission by Architect to DSA.

- Coordinate architectural, structural and MEP consultants to provide construction documents for the factory-built modules.
- Provide detailed drawings for foundation and any structural details for site built/installed items.
- Work with the Architect to ensure that the DSA approval process for the structures is completed. Attend any backcheck meetings and coordinate comments and re-submittal of plans as requested by DSA.

iv. DSA Approval Fees

Adaptive will obtain stockpile permits on products that are standard pre-check approved. These fees do not include site-specific fees (paid by owner direct) or modifications to the structures obtained through CCD's. The final fee(s) due to DSA for the project and/or modules may exceed the amount listed and shall be paid directly by the District to DSA.

Cost of Work

	Preliminary Design Review	Design Development	A&E Construction Drawings
Structural	\$2,860	\$4,290	\$7,150
Architectural	\$1,800	\$2,699	\$4,498
M/E/P	\$5,512	\$8,268	13,780
Project Management	\$200	\$300	\$500
Fire Sprinkler Design (Opt.)	\$572	\$858	\$1,430
TOTAL	\$10,944	\$16,415	\$27,358

Please also find the Adaptive hourly rates below:

Structural: \$225
 Architectural: \$175
 Mechanical: \$250
 Project Management: \$150

Terms & Payment Schedule

50% is due upon execution of this agreement to commence work. Remaining 50% will be paid at the completion of the scope of service. All Items will follow the same payment schedule.

Agreement does not include reimbursable expenses. Reimbursable expenses will be billed at cost and will be reimbursed to Adaptive within 14 business days of receipt of expense report. If the project is terminated and/or Owners Representative no longer require the assistance of Adaptive prior to completion of design, the total fee due will be the sum of the progress billings to the end of the previous month plus a mutually agreeable amount for the work expended during the month of cancellation.

See Exhibit A for additional Terms and Conditions specific to this agreement.
 Agreed and accepted this ____ day of _____, 2018.

ADAPTIVE MODULAR SOLUTIONS INC.

OAK PARK UNIFIED SCHOOL DISTRICT



 (Signature)

 (Signature)

Lisa Sharpe

 (Name)

 (Name)

January 30, 2019

 (Title)

 (Title)

Exhibit A

TERMS AND CONDITIONS

This agreement ("Agreement") is made between Adaptive Modular Solutions Inc ("Adaptive") and OPUSD ("Client"). Herewith in, Adaptive and OPUSD may be individually referred to herein as "Party" and collectively referred to herein as "Parties."

WHEREAS, Adaptive desires to provide consulting services to the Client with respect to related services in preparation for the Project's development; and

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Scope of Services.** Adaptive will provide services to the Client and agrees to perform the services indicated incorporated herein by the reference ("Scope of Work" or "Services"). In providing the Services pursuant to this Agreement, while in this design concept stage, Adaptive does not assume any responsibility for design, design errors, omissions or inconsistencies. The duties, responsibilities and limitations of authority of Adaptive shall not be restricted, modified or extended without written agreement between the Adaptive and the Client.

Adaptive's scope of services does not include construction-phase services for this Project, Client acknowledges such construction-phase services will be provided by Client or by others and Client assumes all responsibility for interpretation of the contract documents and for construction observation and supervision and waives any claim against Adaptive that may in any way be connected thereto. In addition, Client agrees to indemnify and hold Adaptive harmless from any loss, claim, or costs, including reasonable attorney's fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from the modification, clarification, interpretation, adjustments or changes made to the contract documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of Adaptive.

2. **Extra Work.** It is mutually understood and agreed that the Client will compensate Adaptive for services resulting from significant changes in the General Scope of the Project or its design. These may include but are not necessarily limited to change in size, complexity, studies, reports, designs, documents or contract documents, or for preparation of documents for separate bids. Any such changes must be authorized by the Client, and must be mutually agreed upon by both the Client and Adaptive prior to beginning extra work.

At the written request of the Client, Adaptive shall perform such additional services as required by Client in addition to the General Scope of work covered by this Agreement. Fees for such services and a description of the work to be done shall be in writing as an addendum to this Agreement titled "Change Order," signed by both Adaptive and the Client and upon which shall become part of this agreement.

After preliminary coordination, any event that is not attributable to which requires changes to the structural, mechanical, plumbing and electrical drawings will be considered additional services. Additional services will be billed at standard hourly rates and will commence only upon mutual agreement by the parties.

3. **Responsibility of the Client.** Client agrees to make available for Adaptive's use, all drawings, maps, soil data, etc. that are readily available to Client. Designate a person to act with authority on Client's behalf and respond in a timely manner to submissions by Adaptive, providing approvals and authorizations as appropriate so that work may continue at a normal pace. Pay all costs associated with special services authorized by the Client, and all costs associated with obtaining bids from contractors.
4. **Codes and Standards.** Adaptive shall exercise usual and customary professional care in an effort to comply with codes, regulations, and laws in effect at the time services under this Agreement are rendered.
5. **Delays:** Adaptive is not responsible for delays caused by factors outside of their reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove of Adaptive's services or work product promptly, or delays caused by faulty performance by the Client or by contractors of any level.
6. **Ownership AND USE of Documents:** All documents, plans, specifications, structural calculations, details, reports, and data (in any form) hereinafter collectively herein referred to as "Design Documents" prepared or furnished by Adaptive (and Adaptive' independent professional associates and consultants) pursuant to this Agreement are instruments of services in respect of the Project and Adaptive shall retain ownership (and) does hereby reserve all common law, statutory and other rights, including copyrights in and to the ideas and designs shown (or expressed) therein, and property interest therein, whether or not the Project is completed. No other reuse of the Design Documents by Client, or any architect or structural engineer retained by Client shall be permitted to use Design Documents without the prior written consent of Adaptive.
7. **Termination.** Within 14 days of the Client's termination of Adaptive, the termination of the Project, or the suspension of the Project, Client shall pay all fees and costs due and owing to Adaptive.
8. **Limitation of Liability.** Client agrees to limit the liability of Adaptive, its principals, employees and/or any third parties involved in completing Adaptive's scope of work, for any claim or action arising in tort, contract, legal theory pled or asserted, or strict liability, to the sum of \$25,000 or Adaptive's fees, whichever is greater.

9. Consequential Damages. Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of such fault or whether it was committed by the Client or Adaptive, their employees, agents, sub consultants or subcontractors unless the result of willful misconduct or gross negligence. Consequential damages include, but are not limited to, loss of use and loss of profit.
10. Attorney's Fees. In the event of any litigation arising from or related to the non-payment by Client of Adaptive' fee for services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, expert fees and other related expenses.
11. Alternative Dispute Resolution. In the event of any dispute between the Parties arising out of the subject matter of this Agreement, the parties agree to first resort to good faith negotiation and then mediation to resolve such dispute. If not resolved within ninety (90) days following the first such negotiation, the dispute shall be resolved by a general judicial reference pursuant to California Code of Civil Procedure Section 638(a) and 641-645.1. The general referee shall be a retired judge of the Superior Court in Los Angeles County with substantial experience in commercial matters and without any relationship to either party and have the power to hear motions in the same manner as a trial judge in the Superior Court. The general referee shall hear and determine all issues of fact and law and report a statement of decision pursuant Code of Civil Procedure Section 638(a). This shall constitute a waiver of any right either party may have to a jury trial. Each party shall bear its own attorneys' fees and costs incurred, provided that said referee shall have the power to award to the prevailing party in any such reference all costs and expenses including attorneys' fees incurred by such prevailing party.
12. Entire Agreement. This Agreement contains the entire understanding and agreement of the parties with respect to the subject matter hereof, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties.
13. Severability. The provisions of this Agreement shall be deemed severable and the invalidity of unenforceability of any provision shall not affect the validity or enforceability of the other provisions herein.
14. Assignment. The rights and obligations of a party under this Agreement may not be assigned without the prior written consent of the other party.
15. Amendment. No alteration, modification, amendment or other change of this Agreement shall be binding on the parties unless in writing and executed by Buyer and Seller.
16. Remedies. In addition to any and all other rights a party may have available according to law of the State of California, if a party defaults by failing to substantially perform any provision, term or condition of this Agreement (including without limitation the failure to make a monetary payment when due), the other party may suspend further performance hereunder or terminate this Agreement by providing written notice to the defaulting party. Said notice shall describe in reasonable detail the nature of the default. The party receiving said notice shall have ten calendar days from the date of any such notice to cure the default(s) described therein.
17. Governing Law. This Agreement shall be construed in accordance with, and governed by the laws of the State of California.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.g. APPROVE GEOTECHNICAL SOILS TESTING SERVICES AGREEMENT WITH NV5 WEST, INC., FOR MEASURE S PROJECT 18-19S, CLASSROOM REPLACEMENT (6), AT OAK HILLS ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve geotechnical soils testing services agreement with NV5 West, Inc., for Measure S Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School, to be funded from Measure S bond funds??

BACKGROUND: At its meeting in March, 2018, the Board adopted the Measure S Bond Master Plan, and approved architectural services agreements for replacement of portable classrooms with permanent modular structures at Oak Hills Elementary School, identified as Project 18-19S. The District is required to provide geotechnical soils testing reports as part of the project plan submittal process to obtain approval from the Division of the State Architect. Accordingly, the District’s construction management team requested a proposal for these services from NV5 West, who is providing similar services at the District’s projects at Brookside and Red Oak Elementary schools, and Medea Creek Middle School. NV5 West responded with the accompanying proposal for these services in the amount of \$15,200. After review of the proposal by District staff and construction management staff, it is recommended that Board award a contract for geotechnical soils testing services to NV5 West.

FISCAL IMPACT: None. The cost for these services is included in the soft cost estimate of the Measure S project’s approved budget.

- ALTERNATIVES:**
1. Approve geotechnical soils testing services with NV5 West, Inc., for Measure S Modernization Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School, in the amount of \$15,200, to be funded from the Measure S bond fund.
 2. Do not approve the agreement for geotechnical soils testing services.

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	_____	_____	_____	_____



January 28, 2019
(revised 1/29/19)

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

NV5 Proposal #: 2019.06.0009

Attention: Keith Henderson, Measure S Bond Construction Manager

**Subject: Proposal for Geotechnical Study
Proposed Modular Classrooms at Oak Hills Elementary School
Oak Park, Ventura County, California**

NV5 is pleased to provide this proposal to perform a geotechnical study for the proposed modular classroom buildings at Oak Hills Elementary School. This proposal summarizes our understanding of the proposed project and presents NV5's proposed scope of services with the associated estimated costs.

The purpose of the proposed geotechnical study is to evaluate the geotechnical site conditions as they relate to the proposed improvements, and to provide geotechnical recommendations for the currently proposed development.

Project Understanding

Our project understanding is based upon NV5's review of the Oak Hill Elementary School Classrooms/Restrooms/Support spaces drawing, received by NV5 on January 25, 2019 and communication from the project construction manager, Leon Cavallo, of Balfour Beatty on January 25, 2019. NV5 understands that proposed buildings will consist of (6) modular classrooms. Total footprint, including restrooms and support spaces is approximately 6,400 square feet.

We understand that no below grade occupied structures are currently planned.

The proposed improvements are located in the southwest portion of the school property in an area currently occupied by turf. The subject area is relatively level, with drainage by sheetflow generally to the southwest. An approximately 20 foot tall slope with an approximate gradient of 3:1 (horizontal to vertical) descends to Kanan Road.

The subject improvements are not located within a State-designated Liquefaction Hazard, Earthquake-Induced Landslide Hazard, or an Earthquake Fault Rupture zone.

Engineered fill overlying Quaternary alluvium and/or bedrock of the Tertiary-aged Monterey (aka Modelo) formation is anticipated to underlie the subject improvements.

The project is subject to Prevailing Wage law.

SCOPE OF SERVICES

NV5's proposed scope of services is intended to comply with the requirements of the California Building Code (§1803A) and the California Geological Survey (Note 48). In order to prepare the geotechnical report, NV5 proposes the following scope of services:

Task 1 – Project Preparation and Documentation Review: Review existing site geotechnical reports, review plans, and research the available geologic and geotechnical data pertinent to the site.

Reconnoiter the site to assess the site conditions, mark the proposed borings locations, and coordinate with Underground Service Alert (USA) as required per State mandatory protocol.

Notice Regarding Underground Utilities: Please note that USA does not locate utilities within private property. It is the Client's responsibility to provide NV5 with any available information on locations for all utilities and utility easements situated within the site at least 5 working days before the start of our field investigation. Penetrating the site subsurface is inherently risky. It is impossible to determine with certainty the precise location of all underground structures. NV5's fee is not adequate to compensate for both the performance of the services described herein and the assumption of the risk associated with damaging underground structures. Disruption of utilities or damage to underground structures will be the responsibility of the Client.

Exploration Permits: Boring permits are not anticipated to be required for this project. It is assumed that if permits are required that the client will provide those.

Task 2 – Field Exploration: Drill, sample, and log up to 2 hollow-stem auger borings using a truck-mounted drill rig. These new borings, in conjunction with previous borings for the existing shade and solar structures, should satisfy the minimum number of exploratory excavations required by CGS Note 48. Borings will be excavated to depths ranging from approximately 15 to 40 feet below ground surface. Actual depths will be determined based upon field conditions encountered during drilling.

Relatively undisturbed soil samples and bulk samples will be obtained from the borings at selected depths. An NV5 geologist or engineer will observe the exploratory borings and log the underlying materials based on visual observation of drill cuttings and soil samples. Borings will be backfilled with drill cuttings and bentonite chips. Excess soil cuttings from the borings will be spread in planter areas adjoining the site.

Fieldwork Hours: Field exploration will be planned for a non-student work-day. If the work needs to be performed on a Saturday due to the District's schedule, additional fees will apply.

Hazardous Materials: In the event that suspected hazardous materials are encountered during drilling, as indicated by odor or visually, impacted exploratory excavations will be terminated and arrangements will be made to backfill such excavations with cement grout. NV5 will notify you as soon as possible of such an occurrence, and we will both mutually decide whether to continue, modify, or cease the remainder of the investigation program. All added costs incurred as a result of suspected hazardous substances would be charged on a time and expense basis over and above the fee quotation for the site investigation in accordance with our current fee schedule.

Task 3 – Laboratory Testing: Selected soil samples will be tested to evaluate the engineering characteristics and classify the on-site soil materials. Laboratory tests will be determined based upon the results of the field exploration. Tests will include:

- In-situ moisture and dry density
- Grain-size distribution
- Liquid and Plastic Limits
- Maximum Dry Density and Optimum Moisture
- Shear strength (direct shear)
- Consolidation Potential
- Expansion Index
- Corrosion Potential



Task 4 – Engineering Analysis: Engineering analyses will be based on the available research, findings from the field exploration, and laboratory test data. Engineering Analysis will include evaluation of:

- Soil profile and classification
- Suitability of foundation material
- Suitability of backfill material
- Seismic Shaking Potential
- Pavement Section Recommendations
- Slope Stability
- Liquefaction potential
- Settlement potential
- Site Grading
- Expansion Potential
- Retaining Wall Design Parameters
- Site Boundary Conditions and Constraints

Task 5 – Report: Prepare a geotechnical report presenting a summary of our findings, laboratory analyses, and preliminary geotechnical recommendations for design and construction. The geotechnical report will include:

- Site & Project Description
- Site Location Map, Seismic Hazard Map, Regional Geologic Map, Geotechnical Site Plan
- Logs of Exploratory Borings, and field investigation procedures
- Laboratory test results and summary of laboratory testing procedures
- Summary of earth materials encountered during exploration
- Discussion of groundwater conditions
- Discussion of seismic hazards including liquefaction, earthquake-induced landslide hazard, fault rupture hazard, strong ground shaking evaluation and peak horizontal ground acceleration based on USGS calculator
- Static and seismic settlement analysis
- Expansive soil potential
- Foundation recommendations
- Recommended allowable active & passive pressures & friction coefficient
- Recommendations for grading and earthwork
- Recommendations for utility trench excavation, excavation stability and backfill requirements
- Site Drainage Considerations
- Soil Corrosion Potential
- Discussion of general project conditions and constraints
- Recommendations for pavement section thicknesses
- Recommendations for construction observation and testing

Excluded Services: Services not included within the scope of this proposal and agreement include the following tasks. These services are generally available for an additional fee at the client's request on a time and material basis.

- Project meetings away from our office.
- Post-report consultation or response to regulatory review comments.
- Evaluation or testing for hazardous materials or contamination in soil or groundwater.
- Evaluation or testing for site-specific radon gas.

SCHEDULE

NV5 understands that time is of the essence in completing this project. Our anticipated project schedule is summarized below, subject to availability of access to site and drillers, and weather delays.

Notes Regarding Scheduling: Field exploration will utilize a truck-mounted drill rig. If possible, fieldwork should be scheduled during non-student workdays. If no non-student workdays are scheduled in the time frame that will allow for the subject report to be completed, NV5 can arrange fieldwork for an upcoming Saturday. We request that playfield irrigation be turned off for 72 hours prior to our scheduled fieldwork.

COST ESTIMATE

Based on our current understanding of the proposed project site conditions, NV5 proposes to provide the proposed scope of services for the lump sum fee of Fifteen Thousand Two Hundred dollars (\$15,200). The cost breakdown structure detailed below for information only. Our fee assumes Prevailing Wage rates apply.

Task	Estimated Schedule (Working Days)	Estimated Cost
Task 1: Data Review & Site Recon	5	\$ 450
Task 2: Field Exploration	1	\$ 4,250
Task 3: Laboratory Testing	14	\$ 3,350
Task 4: Engineering Analysis	5	\$ 2,800
Task 5: Report	5	\$ 3,600
Task 6: Project Management	--	\$ 750
TOTAL LUMP SUM FEE	30	\$ 15,200

ASSUMPTIONS AND LIMITATIONS

This proposal has been prepared for the exclusive use of the addressee (client) for the services described herein and is valid for 120 days. NV5 will endeavor to conduct these services in a manner consistent with that level of skill and care ordinarily exercised by members of the profession practicing in the same locality and under similar conditions as this project. NV5 makes no other representation or warranty, either expressed or implied.

The proposed scope and corresponding fees represent NV5’s view of the optimal and most cost-effective scope of work based upon the anticipated conditions and available information regarding the site. Unforeseen circumstances, such as the discovery of subsurface conditions that complicate the study, may occur and require additional services at an additional cost. Our proposal includes the following assumptions and limitations.



Please read this section carefully. If you have any questions regarding these items, please contact our office.

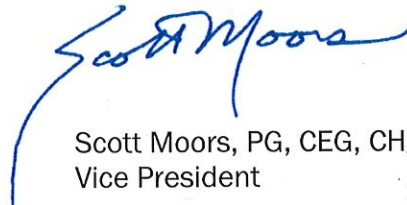
- NV5's fee estimate is based upon the scope of work and schedule described above. Additional services, or schedule adjustments that may be requested or required due to changes in the proposed project or other conditions, are excluded.
- Time for project meetings away from our office, except as specifically listed herein, is not included in this proposal. If meetings are requested, NV5 will attend on a time-and-materials basis.
- Additional costs resulting from delays in fieldwork due to weather or other factors beyond NV5's control are not included.
- The proposed scope of work is limited to the characterization of the subsurface soils of the proposed site and does not include a detailed study of groundwater conditions, or geologic hazards not listed above. No evaluation for the presence of hazardous materials, radon or methane gas, naturally-occurring asbestos, or mold is included in the scope of work for this project. These items can be provided as a separate scope of work if requested.
- NV5 will not be responsible for the excavation, sampling, handling, identification or disposal of any hazardous materials that may be discovered at the site. In the event such materials are encountered, a separate proposal for environmental services will be prepared if requested.

NV5 appreciates the opportunity to present this proposal and we are excited at the prospect of working with you on this project. Should you have any questions or require further assistance, please contact us at (805) 656-6074.

Respectfully Submitted,
NV5 WEST, Inc.



Shaun Simon, PG, CEG, RCE 82610
Engineering Manager



Scott Moors, PG, CEG, CHg
Vice President

Attachments: NV5 2018 Fee Schedule

2018 GEOTECHNICAL / MATERIAL TESTING FEE SCHEDULE

GENERAL CONDITIONS

Testing Samples - An hourly preparation charge will be added to all samples submitted that are not ready for testing.

Turn-Around-Time - Standard TAT indicated in superscript.

RUSH: 50% surcharge. Sample prioritized over other samples in que.

PRIORITY: 100% surcharge: Completed as fast as possible per method. See notes regarding TAT at bottom of page 3.

Project Setup - A \$165 fee applies for setup and administration of On-Call agreements and contracts less than \$3,000.

Scheduling - A minimum of 24-hour notice is required to schedule personnel (48-hour for DSA projects). For same-day scheduling, a 50% premium applies. Same-day cancellations will incur a 2-hour charge for technicians or a 4-hour charge for inspectors.

Minimum Charges - Special Inspections: A minimum charge of 4 hours applies to inspection call-out between 0 and 4 hours. Eight (8) hours will be charged for work performed over 4 hours up to 8 hours.

Technicians: Minimum charge of 2 hours applies to technician call-out between 0 and 2 hours. Additional time charged in 2-hour increments.

Travel - Hourly travel is charged portal-to-portal for technicians. Travel charges are normally waived for special inspectors within 25 miles of our laboratory. Mileage/Trip Charges charged at rates listed below.

Per Diem - Per diem will be charged at 1.15 times the Federal (GSA) rate for all out-of-town assignments unless otherwise arranged.

Equipment - NV5 maintains a comprehensive inventory of calibrated field testing equipment. Daily equipment charges apply.

Overtime Rates - Rates are based on an 8-hour workday between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday. Work outside

of these hours or in excess of 8 hours in one day or over 40 hours in one week will be charged at 1.5 times the listed rates. Work over 12 hours in one day or work on holidays will be charged at 2.0 times quoted rates.

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

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

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

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

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

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

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

I. PROFESSIONAL, TECHNICAL, & SUPPORT STAFF

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

A. Professional Staff	Standard
Principal Engineer/Geologist/Consultant	\$190
Senior Engineer/Geologist/Consultant (PE, CEG)	\$165
Project Engineer/Geologist/Consultant	\$145
Sr. Staff Engineer/Geologist/Consultant	\$125
Staff Engineer/Geologist/Consultant	\$105
Project Manager	\$120

B. Technical Staff	Prevailing Wage	Standard
Special (Deputy) Inspector	\$108	\$88
<i>(Concrete, P/T Concrete, Masonry, Structural Steel, Fireproofing, Pile Driving)</i>		
Public Works Inspector	\$114	\$98
Roofing/Waterproofing Inspector	\$108	\$94
Concrete/Asphalt Batch Plant Inspection	\$108	\$90
Technician* (Soil/Asphalt/Special Testing)	\$110	\$90
Nondestructive Exam/Testing (UT/Mag Part./Dye Pen.)	\$110	\$92

C. Public Works/DSA/OSPHD Inspection	Prevailing Wage / Standard
Project Inspector / IOR, DSA Class I	\$115
Project Inspector / IOR, DSA Class II/III	\$100
DSA Masonry / Shotcrete Inspection	\$108 / \$92
DSA 5 SI (Inspector Qualifications)	\$75 ea.
Special Inspection Verified Report (SIVR/VR)	\$225 (min.) ea.
Laboratory / Geotech. Verified Rpt (DSA 291/293 - Test Only)	\$395 (min.) ea.
Combined Lab Verified Report (DSA 291 - Tests & Inspections)	\$545 (min.) ea.

D. Sample Pickup, Delivery, Storage & Mileage	Standard
Sample Pickup/Delivery (>25mi. radius of Lab) - plus applicable unit price	\$62/hr
Saturday Pickup (hourly, 4 hr minimum, plus mileage)	\$93/hr
Mileage - Field Vehicle (\$30/day minimum charge)	\$0.65/mi
Mileage - Coring Truck	\$0.75/mi
Vehicle - Field Truck	\$55/day
Trip Charge (within 25 radius of Lab; if >25 mi. hourly + mileage)	\$35/trip
Sample Storage (per box)	\$25/Mo

E. Support Staff & Special Services	Prevailing Wage	Standard
Laboratory Technician		\$120/hr
File Search, Reissue of Report		\$45/hr (min.)
Certified Payroll Admin. (0.5 hr min./wk)		\$70/hr
Court Appearance and Depositions (4 hr min)		\$295/hr
Drafting/CADD		\$70/hr
Clerical		\$60/hr

II. MATERIALS AND EQUIPMENT

A. Equipment	Rate
1. Air Meter (Concrete)	\$45/dy
2. Calibrated Ram (Pull test)	\$95/dy
3. Ceiling Wire Dead-Weight Equip.	\$160/dy
4. Coating Thickness Gauge	\$45/dy
5. Concrete Relative Humidity Meter	\$265/dy
6. Concrete Slab Moisture Emission Kit / RH Probe	\$55/ea
7. Floor Flatness (plus labor - 4hr min)	\$575/dy
8. Durometer Gauge (Shore A/D)	\$45/dy
9. Hardness Gauge (Brinell, Rockwell)	\$85/dy
10. Generator	\$70/dy
11. Ground Penetrating Radar (GPR) - (plus labor - 4 hr min)	\$400/dy
12. Magnetic Particle Equipment & Consumables	\$65/dy
13. Nuclear Gauge	\$35/dy
14. Pachometer (Rebar) Survey Equipment	\$95/dy
15. Schmidt Hammer	\$65/dy
16. Skidmore Wilhelm, per day	\$195/dy
17. Torque Wrench (Large, >100 ft-lb), per day	\$85/dy
18. Torque Wrench (Small), per day	\$20/dy
19. Ultrasonic Equipment & Consumables	\$75/dy

B. Diamond Coring (min. charge = field time w/travel + 1 hr. mob./demob.)		
1. Machine, truck & 1 operator (accessible flatwork only)	\$210/hr	\$190/hr.
2. Machine, truck, operator and helper	\$325/hr	265/hr.
3. Coring Bit Charge		\$3.50/inch
4. Coring truck mileage (portal to portal)		\$0.75/mi

III. LAB TESTS: AGGREGATE & SOIL

A Soils - Geotechnical

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

B Particle Size Analysis

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

C Moisture Density Relationship

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

D Aggregate, Soil & Rock

1. Abrasion Resistance by LA Rattler – ASTM C131, CTM 211 ^B	\$ 185
2. Absorption, sand or gravel – ASTM C127, C128 ^B	\$ 60
3. California bearing ratio (CBR) with expansion – ASTM D1883 ^C	\$ 410
4. Cement Treated Base (CTB), compact, cure & test ^E	\$ 260
5. Cement Treated Base – compression (make, cure, test – 3 spec)	\$ 565
6. Cement Treated Base – stability	\$ 525
7. Clay lumps and friable particles, per primary size – ASTM C142 ^C	\$ 115
8. Cleanness Test – CTM 227 ^A	\$ 130
9. Crushed particles, per primary size ^C	\$ 165
10. Durability Index (\$120 per size fraction) – CTM 229 ^A	\$ 215
11. Flat & Elongated Particles (per bin size) – ASTM D4791 ^C	\$ 190
12. Lightweight pieces, per size fraction – ASTM C123 ^C	\$ 400
13. Lime content of treated materials (by titration)	
a. Lime content curve determination, for each material	\$ 495
b. Lime content, including untreated control sample	\$ 245
14. Mortar making properties of Sand ASTM C87 ^D	\$ 380
15. Relative Mortar Strength – CTM 515 ^D	\$ 410
16. Organic Impurities – ASTM C40, CTM 213 ^B	\$ 80
17. Petrographic Analysis of Gravel – ASTM C295 (single grading) ^E	\$ 450
18. Petrographic Analysis of WC Sand – ASTM C295 (pre-graded) ^E	\$ 850
19. Potential Reactivity Test ASTM C289 Chemical Method ^D	\$ 495
20. Potential Reactivity ASTM C227 Mortar Bar Method (3 month) ^E	\$ 785
Each additional month	\$ 118
21. Potential Reactivity Test ASTM C1260 Rapid Method ^E	\$ 625
22. Potential Reactivity ASTM C1293 Mortar Bar w/ Pozz (12 month) ^E	\$ 1600
Extend to 24-months add (C1293 requires Sp.Grav. & Unit Weight)	\$ 800
23. Potential Reactivity Test ASTM C1567 Rapid-Cement Combo ^E	\$ 760
24. 'R' Value – ASTM D2844, CT 301 (Treated material by quote) ^B	\$ 315
25. Rip Rap, Slope Protection, Quarry Stone Acceptance	Per Quote
26. Specific gravity w/ absorption - coarse (ASTM C127, CTM 206) ^B	\$ 110
27. Specific gravity w/ absorption - fine (ASTM C128, CTM 207) ^B	\$ 130
28. Sulfate Soundness, 5 cycle test per primary size – ASTM C88 ^D	\$ 365
29. Uncompacted Void Content of Fine Aggregate – AASHTO T304 ^B	\$ 175

30. Unit weight – ASTM C29	\$ 72
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E Dimensional Stone Tests

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

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

IV. LAB TESTS: CEMENT, CONCRETE, & MASONRY

A Cement

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

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

C Masonry

1. Absorption - brick, 5 required – ASTM C67 ^D	\$ 75
2. Absorption - masonry unit, 3 required – ASTM C140 ^D	\$ 58
3. Compression, brick, 5 required – ASTM C67 ^D	\$ 48
4. Compression - masonry core ^C	\$ 50
5. Compression - masonry prisms 8"x 8" – ASTM C1314 (other sizes by quote – may require cutting charge)	\$ 154
6. Compression - masonry unit, 3 required – ASTM C140 ^D (requires absorption/unit weight tests for Net Area)	\$ 82
7. Dimensions – masonry unit, 3 required ^D	\$ 44
8. Compression test, grout specimens	\$ 35
9. Compression test, mortar specimens	\$ 35
10. Diamond sawing of masonry specimens, if required (minimum)	\$ 30
11. Efflorescence, first unit @ \$200, each additional @	\$ 60
12. Linear shrinkage, masonry unit, 3 required – ASTM C426 ^E	\$ 105
13. Masonry Prism Pickup (ea.)	\$ 50
14. Masonry Unit Acceptance Test – ASTM C140 ^D (includes absorption, compression, dimensions, unit weight)	\$ 595
15. Mortar Aggregate Ratio – ASTM C780 (A4) ^B	\$ 285
16. Modulus of rupture, brick, 5 required – ASTM C67 ^D	\$ 65
17. Moisture content - masonry unit (as received), 3 req'd – ASTM C140 ^D	\$ 45
18. Shear test on masonry core – CBC 2105A.4 ^B	\$ 115
19. Tensile test on masonry block	\$ 245
20. Unit weight, masonry unit, 3 required – ASTM C140 ^D	\$ 48
21. Visual Examination & Photo-document Core – CBC 2105A.4 ^B	\$ 48

A,B,C,D,E Standard Turn-Around-Times (where applicable in superscript):

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

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

V. LAB TESTS: REINFORCING & STRUCTURAL STEEL

A General Testing

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

B Reinforcing Steel

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

C Structural Steel

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

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

D High Strength Bolts

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

E Welding Procedure and Welder Qualification Tests

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

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

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

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

VI. MISCELLANEOUS CONSTRUCTION MATERIALS TESTS

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

VII. ASPHALT & ASPHALTIC CONCRETE

A Emulsions And Slurry Seals

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

B Asphaltic Concrete, Aggregate And Mixes

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

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

^{A,B,C,D,E} Standard Turn-Around-Times: (where applicable TAT indicated in superscript following method):

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

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: B.2.h. AUTHORIZE MEASURE S PROJECT 19-01S, MULTIPURPOSE ROOM STRUCTURAL REPAIRS AT RED OAK ELEMENTARY SCHOOL AND RATIFY ASSOCIATED CONSTRUCTION CONTRACT

ACTION

ISSUE: Shall the Board authorize Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School and ratify a construction contract associated with this work, to be funded from the Measure S bond fund?

BACKGROUND: The Board-approved Measure S Planning Committee priorities outlines the District’s plan for facility construction, modernization, and safety improvements utilizing Measure S funds. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified structural deterioration in an 8-foot section of the south wall in the Red Oak Elementary School multipurpose room, and that repairs are essential and requires immediate action. As a matter of urgency, and at the recommended of the subcommittee, Administration accepted the following proposal for this work, now identified as Measure S Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School:

<u>COMPANY</u>	<u>SCOPE OF WORK</u>	<u>AMOUNT</u>
Omega Construction Co.	MPR Structural Repairs	\$ 34,408

At its meeting on February 4, 2019, the full Measure S Planning Committee concurred with its subcommittee’s recommendation to enter into the contract for this work and to add the project to the Measure S Master Plan. Although the exact amount is unknown at this time, it is anticipated that a portion of the cost of this work will be reimbursed from the District’s insurance coverage. 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 a portion of 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 Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School, establishing a project budget of \$37,849, including a 10% contingency; and ratify the award of a construction contract to Omega Construction Company, Inc. for structural repairs, in the amount of \$34,408, 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, FEBRUARY 19, 2019

Authorize Measure S Project 19-01S, Multipurpose Room
Structural Repairs at Red Oak Elementary School and
Ratify Associated Construction Contract
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	_____	_____	_____	_____
Lafman	_____	_____	_____	_____
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 : February 4, 2019

Proposal # 19-2041

Keith Henderson

Construction Manager

Oak Park Unified School District

5801 Conifer Street, | Oak Park, CA 91377

Project Location: Red Oak Elementary MPR Repairs

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

Scope of Work:

- Demo and dispose damaged sheer wall panels.
- Supply and install new sheer walls.
- Demo and dispose stucco finish at sheer walls to be removed.
- Supply and install new paper and lathe.
- Supply and install new 3 coat stucco. (scratch, brown and finish)
- Prep, Prime and paint new stucco surface to match existing color scheme.
- Supply and install a new framing members as shown on Engineer plan provided by District.
- Supply and install all Simpson hardware as shown on Engineer plan.
- Supply and install R19 un-faced insulation in all open walls.
- Supply and install new type X 5/8" drywall to open walls.
- Tape, mud and texture new walls.
- Prep, Prime and paint new drywall walls. (Installation of wallpaper is excluded from this Proposal)
- Color to be selected by Owner.
- Reset existing T-Bar ceiling grid.
- Supply and install new ceiling tile as needed to match existing ceiling tiles.

\$33,900.00

Bond Fee

- Supply performance and payment bonds as required

\$ 508.00

**All the above work to be completed for the sum of Thirty Four Thousand Four Hundred Eight Dollars.
{ \$34,408.00 }**

II. General Items

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

McP...
02.06.19

OPSP
2/6/19

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,



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

Acceptance:

**By:
Date:**

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: B.2.i. AUTHORIZE MEASURE S PROJECT 19-02S, AREA DRAIN IMPROVEMENTS AT OAK HILLS ELEMENTARY SCHOOL AND RATIFY ASSOCIATED CONSTRUCTION CONTRACT

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-02S, Area Drain Improvements at Oak Hills Elementary School and ratify a construction contract associated with this work, to be funded from the Measure S bond fund?

BACKGROUND: The Board-approved Measure S Planning Committee priorities outlines the District’s plan for facility construction, modernization, and safety improvements utilizing Measure S funds. The recent heavy rains have highlighted a drainage problem at Oak Hills Elementary School, immediately adjacent to classrooms 8, 9, 10, and 11, requiring sandbags during each rain event to protect classrooms from water intrusion. The Measure S facility subcommittee, in consultation with Administration and construction management staff, has identified correction of this condition to be essential for health and safety reason and requiring immediate action. As a matter of urgency, and at the recommendation of the subcommittee, Administration accepted the following proposal for this work, now identified as Measure S Project 19-02S, Area Drain Improvements at Oak Hills Elementary School:

<u>COMPANY</u>	<u>SCOPE OF WORK</u>	<u>AMOUNT</u>
Hughes General Engineering, Inc.	Installation of Trench Drain	\$ 12,400

At its meeting on February 4, 2019, the full Measure S Planning Committee concurred with its subcommittee’s recommendation to enter into the contract for this work, to be included as portion of the larger Measure S Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School, funded from the budget contingency of that 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 is included in the approved Measure S Master Plan budget for Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School.

- ALTERNATIVES:**
1. Authorize Measure S Project 19-02S, Area Drain Improvements at Oak Hills Elementary School, establishing a project budget of \$13,640, including a 10% contingency; and ratify the award of a construction contract to Hughes General Engineering, Inc. for this work, in the amount of \$12,400, to be funded from the Measure S bond fund.
 2. Do not authorize and ratify construction a contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, FEBRUARY 19, 2019
 Authorize Measure S Project 19-02S, Area Drain
 Improvements at Oak Hills Elementary School and
 Ratify Associated Construction Contract
 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	_____	_____	_____	_____
Laiyman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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



PROPOSAL AND CONTRACT

To: Oak Park Unified School District

Attn: Brendan Callahan

Date: January 2, 2019
Phone: _____
Fax: _____
Email: bcallahan@opusd.org

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

Description of Property: Oak Hills Elementary School
1010 Kanan Road Oak Park
 Street Address City County

Description of Work: Install approximately 24 lf. Of trench drain. Connect to existing DI Inlet.
20 lf away. Install approximately 232 sq.ft. of new ADA sloped concrete.
A-C patch back as necessary.

This Proposal is Based on Prevailing Wages. **\$ 12,400.00**

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS:

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

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

Respectfully Submitted: **By:** _____
Jeff Hughes, President

Hughes General Engineering, Inc. **Date:** _____

ACCEPTANCE

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

Accepted: _____ **Date:** _____

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

Hughes

General Engineering, Inc.

P.O. Box 2293

Camarillo, Ca. 93011

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

License No. 644816-A

Oak Hills Elementary School at Rooms 10 and 11

SPECIFIC SCOPE OF WORK:

- 1) Install approximately 24 lf. Of trench drain.
- 2) Connect to existing DI Inlet, 20 lf away.
- 3) Install approximately 232 sq.ft. of new ADA sloped concrete
- 4) A-C patch back, as necessary

TOTAL:

\$ 12,400.00

SPECIAL CONDITIONS & EXCLUSIONS IN ADDITION TO ATTACHED EXCLUSION LIST:

No testing
No inspections
No landscape or irrigation
No permits
Need complete access to site

TERMS AND CONDITIONS

1. ACCEPTANCE

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

2. ENTIRE AGREEMENT AND AMENDMENTS

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

3. GUARANTEE

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

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

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

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

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

4. ACCEPTANCE OF WORK

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

5. FEES AND CHARGES

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

6. ACTS OF GOD, ETC.

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

7. COLLECTION

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

8. ASSIGNMENT

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

9. PLANS AND SPECIFICATIONS

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

10. DAMAGE TO UNDERGROUND INSTALLATIONS

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

11. PAYMENTS

All work completed in any one month will be billed by the 25th of said month with payment of 95% due by the 10th of the following month. The remaining 5% (retention) is due and payable not later than 35 days from completion of our contract items of work. Time materials (Rental) if required, to be paid in full monthly, with no retention held. Interest at the rate of 1 ½% per month shall be charged on all overdue accounts.

12. GRADES

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

13. Termination

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
**SUBJECT: B.2.j. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 19-03S,
PURCHASE OF REPLACEMENT SMARTBOARD PROJECTORS**

ACTION

ISSUE: Shall the Board Authorize Measure S Technology Project 19-03S, Purchase of Replacement Smartboard LCD Projectors, as recommended by the Measure S Planning Committee, utilizing Measure S bond funds?

BACKGROUND: The Board of Education is respectfully requested to authorize Measure S Technology Project 19-03S, Purchase of Replacement Smartboard Projectors. There has been a spike in the number of failing LCD projectors in District classrooms in the wake of the Woolsey fire. About 15 projectors have been identified so far and are now in need of replacement. Further details and rationale for the purchase is outlined in the Technology Resource Request that follows this report. The full Measure S Committee approved its subcommittee’s recommendation at its meeting on February 4, 2019, and is in turn recommending the Board of Education’s authorization to proceed with the \$24,000 project, to be funded from Measure S bond funds. Although the exact amount is unknown at this time, it is anticipated that a portion of the cost of this work will be reimbursed from the District’s insurance coverage.

FISCAL IMPACT: The proposed purchase will be funded from Fund 211 (Measure S bond fund), and will be added to the Measure S Master Plan. It is anticipated that a portion of the cost of this purchase 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 Technology Project 19-03S, Purchase of Replacement Smartboard Projectors, in the amount of \$24,000, as recommended by the Measure S Planning Committee, to be funded from the Measure S bond fund and District insurance.
 2. Do not authorize the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Technology Resource Request Form
District SMARTboard Projector Replacements

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

2) **Date Submitted:** 2/1/2019

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

18 LCD projectors for replacement of existing SMART board LCD projectors.

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

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

The district tech department has seen a spike in the number of failing LCD projectors after the Woolsey fire. While it is impossible to determine to what degree the fire may have caused the projectors to fail, or whether it is the cleaning of the projectors that caused them to fail, but about 15 of them so far are now in need of replacement and more may succumb in the weeks to come.

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

Approximately \$1300 per projector, \$24,000 in total.

We will attempt to seek reimbursement from JPA as a cost associated with the fire or its aftermath and cleanup. If JPA will not reimburse, we may seek funding from Measure S for this need. Incidentally, the initial technology expenditures worksheet that was prepared for the district needs assessment committee and Measure S committee did specifically include an annual expenditure of \$40,000 for LCD projector replacement which this falls under.

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

Tech Department staff

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

Immediately

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
**SUBJECT: B.2.k. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 19-04S,
PURCHASE OF PLANNED REFRESH AND SPARE COMPUTER
EQUIPMENT**

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 19-04S, Purchase of Planned Refresh and Spare Computer Equipment, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

BACKGROUND: The Board of Education is respectfully requested to authorize Measure S Technology 19-04S, Purchase of Planned Refresh and Spare Computer Equipment. The details and rationale for the purchase is outlined in the Technology Resource Request that follows this report. The full Measure S Committee approved the Subcommittee’s recommendation at its meeting on February 4, 2019, and is in turn recommending the Board of Education’s authorization to proceed with the \$50,000 project, to be funded from Measure S bond funds.

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

ALTERNATIVES:

1. Authorize Measure S Technology Project 19-04S, Purchase of Planned Refresh and Spare Computer Equipment, establishing a project budget \$50,000, as recommended by the Measure S Planning Committee, utilizing Measure S bond funds.
2. Do not authorize the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Technology Resource Request Form
District iMac refresh and Spare Computers

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

2) **Date Submitted:** 2/4/2019

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

7 MacBook Pro Laptop computers
12 Mac Desktop computers (11 iMacs, 1 Mac Mini)
2 iPad Pros (latest USB-C version)

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

iMac desktop computers will be used to replace obsolete iMacs at the HS Career center (7) and the DO Maintenance Office (4) that are too old to receive the necessary Operating System update to Mac OS High Sierra. Apple considers the OS 10.11 "El Capitan" operating system not secure and is no longer providing support for its use in business settings.

MacBook Pro laptop computers will be used to provide devices for new employees, or issued as spares to existing staff whose laptops are in need of repair (temporary loaners), or replacements for laptops that have completely died and are beyond repair.

The tech department needs spares of the latest model iPadPro as a backup to the devices recently issued to MCMS art department in order to be able to swap it into service in case one of the student devices needs servicing. and for configuration testing and reference since it uses new USB-C technology that prior iPads do not utilize. The Tech Department also needs a Mac Mini (desktop) with a 10Gb network port to help provision apps and iCloud accounts locally within OPUUSD to the district's Apple Classroom enabled iPads in order to minimize network congestion and keep the main internet "pipe" free for students and staff.

The spare computers (laptops) will be used districtwide.

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

The high school career center has 7 iMacs for student use which cannot be updated to the latest secure Mac operating system due to their age (more than 10 years old) and need to be refreshed with new machines that can handle Mac OS High Sierra.

The DO Maintenance department has 4 iMacs which are 10+ years old and cannot handle the needed update to Mac OS High Sierra. These machines need to be refreshed with new iMacs which can run the latest secure version of the Mac OS.

Due to the hiring of additional staff, attrition of existing devices due to wear and tear, and the obsolescence of older computers which cannot handle the necessary update to the current Mac Operating system (Mac OS High Sierra), the existing stock of spare computers (MacBook Pros) has been nearly exhausted (down to a single spare laptop for teacher use) and the tech department foresees having difficulty providing the appropriate computing devices for staff in the very near future unless additional laptops are procured.

The district recently purchased new iPads (v6) for K-2 classroom tote refresh. These new iPads make use of iCloud enabled Apple School Manager and Apple Classroom. The Mac Mini will act as a local cache for student iCloud account data and a nearby repository of software updates for both iPads and macs and reduce network traffic saving it for other uses. The new Mac Mini will replace older a MacMini with slower network connections can't keep up with the increased traffic.

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

\$50,000

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

Tech Department

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

Immediately

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.2.1. APPROVE ACCEPTANCE OF DONATIONS

ACTION

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

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

Site/Program	Gift/Donor	Gift
Medea Creek Middle School	Morgan Hearst Charitable Foundation	\$10,000
Oak Park High School	Morgan Hearst Charitable Foundation	\$10,000
Oak Park High School- Arts Program	Kathryn Williams	Art Supplies

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: FEBRUARY 19, 2019
**SUBJECT: B.3.a. APPROVE RESOLUTION #19-04 OAK PARK EDUCATION
FOUNDATION TO OFFER A FEE-BASED SUMMER SCHOOL
PROGRAM FOR 2019**

ACTION

ISSUE: To review and approve Resolution #19-04 approving the continuation of a fee-based summer school program through Oak Park Schools Education Foundation and to accept credits for high school courses taken by students.

BACKGROUND: Prior to 2014 funding for summer school programs was a part of the Tier III flexibility funding category. Under the new Local Control Funding Formula (LCFF) plan, the Tier III and categorical hourly programs have been eliminated and replaced with new funding mechanisms. However, the result is the same in that there are no separate funds available for summer programs. In the past, the District has been required to provide programs beyond the normal school year for 1) students who are not meeting standards and are at risk of retention; 2) students who are going to be retained; 3) seniors in need of credits for graduation; 4) students who need to repeat courses required for graduation; 5) eligible special education students in an extended school year setting.

Many school districts are again considering no summer programs, or a much-reduced summer school that will only offer classes for seniors in need of credits for graduation. Others are turning over their programs to private foundations or schools to run. All districts are still required to offer a program for their eligible special education students in an extended school year setting based on their IEP's and Oak Park will continue to run this program through our special education department.

In 2011, with the board's endorsement, Oak Park Education Foundation agreed to offer a fee-based summer program for their general education students. The program has been very successful at both the middle and high schools, but enrollment at the elementary level has not been high enough to warrant running a program. After two years of attempting to run the elementary program, Oak Park Education Foundation decided to focus on the middle and high school in future years.

Oak Park Education Foundation is preparing to move forward with this year's program again and seeks the board's approval to offer this program. Since Oak Park Education Foundation is not an accredited educational entity it is necessary for the governing board of the Oak Park Unified School District to approve a resolution that states OPUSD will accept the credits for the courses taught in the high school summer program administered by the Oak Park Education Foundation.

Page 2.

Board of Education Meeting February 19, 2019

Approve Resolution #19-04 Oak Park Education Foundation to Offer A Fee-Based Summer School Program For 2019

This resolution was first approved in March 2011 and staff endorses the renewal of the resolution at tonight's board meeting.

FISCAL IMPACT: None

- ALTERNATIVES:**
1. Approve Resolution #19-04 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.
 2. Do not approve Resolution #19-04 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION #19-04

**OAK PARK EDUCATION FOUNDATION
TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM**

Whereas, the Oak Park Unified School District has determined that a district-operated summer school program is not fiscally viable under current state funding levels, and;

Whereas, the Oak Park Education Foundation, a non-accredited institution, has offered to provide summer school services for Oak Park Unified School District students which would benefit the students and the Foundation, and;

Whereas, the Oak Park Unified School District believes that having the Oak Park Education Foundation offer a local summer school program provides another option to help facilitate alternative means for students to complete their prescribed course of study required for high school graduation, and;

Whereas, the Board of Education policy 6146.11 Alternate Credits Toward Graduation requires board approval to accept course work from non-accredited institutions;

NOW, THEREFORE, BE IT RESOLVED that the Oak Park Unified School District Board of Education shall accept academic course work offered by the Oak Park Education Foundation as a course for credit toward the Oak Park High School diploma provided the Foundation follows district approved curriculum and utilizes qualified certificated personnel in the delivery of such programs.

PASSED and APPROVED this 19th day of February 2019

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____

President, Oak Park Unified School District
Board of Education

Attest:

Clerk, Oak Park Unified School District
Board of Education

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.3.b. APPROVE OPUSD’S SUBMISSION OF LOW PERFORMING STUDENTS BLOCK GRANT FOR 2018-2019 FISCAL YEAR

ACTION

ISSUE: Shall the Board approve the submission of OPUSD’s grant application for Low Performing Students Block Grant(LPSBG) for 2018-2019 Fiscal Year.

BACKGROUND: The District is applying to the State of California, Department of Education for grant monies from the LPSBG Funds. This is a non-competitive grant process available to districts who serve pupils identified as low-performing on state English language arts or mathematics assessments, and who are not otherwise identified for supplemental grant funding under the Local Control Funding Formula or eligible for special education services. The grant amount is based on the number of students who performed below grade level on the 2016-17 CAASPP. In order to receive LPSBG funds, the district must develop a plan describing how the funds will increase or improve evidence-based services for the pupils identified to accelerate increases in academic achievement, and how the effectiveness of services will be measured. Funds will be apportioned in 2018-19, and must be expended by the end of 2020-21. The Grant Application follows for the Board’s review.

FISCAL IMPACT: If the District’s application is approved the expected apportionment based on the 103 eligible students in grades K-12 is \$203,530.00 (\$1976.02 per eligible student).

- ALTERNATIVES:**
1. Approve the District’s grant application for Low Performing Students for 2018-2019 Fiscal year.
 2. Do not approve the District’s grant application for Low Performing Students for 2018-2019 Fiscal year.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Low Performing Students Block Grant (LPSBG)

Overview of Grant:

The California Department of Education (CDE) will allocate LPSBG funds during the 2018–19 fiscal year (FY) to eligible local educational agencies (LEAs) that serve pupils identified as low-performing on state English language arts or mathematics assessments and who are not otherwise identified for supplemental grant funding under the Local Control Funding Formula or eligible for special education services.

Funding:

2016-2017 Eligible Students: 103

2018-2019 Entitlement: \$203,530 (\$1,976.02 per eligible student)

(50% already received, 50% received after required reporting due by March 1, 2019)

Requirements:

- Develop a plan describing how the funds will increase or improve evidence-based services for the pupils identified to accelerate increases in academic achievement, and how the effectiveness of services will be measured.
- The plan shall include information regarding how the services align with and are described in the school district's local control and accountability plan (LCAP), the county superintendent's LCAP, or the charter school's LCAP.
- In order to ensure community and stakeholder input, the plan shall be discussed and adopted at a regularly scheduled meeting by the governing board of the school district, county board of education, or governing body of the charter school.

Reporting:

- Required Report Number One—On or before March 1, 2019, the LEA is required to report to the State Superintendent regarding the adopted plan to use the grant funds to increase the academic performance of pupils identified.
- Required Report Number Two—On or before November 1, 2021, the LEA is required to report to the State Superintendent regarding the implementation of the plan, the strategies used, and whether those strategies increased the academic performance of the pupils identified.

Summarize how the funds will be used to increase or improve evidence-based services for pupils identified. *(0 of 1,050 maximum characters)*

Expense Description	Cost	Date
Professional development for lead literacy teachers	\$4,000	February, 2019
K-5 Math Intervention Program Expansion (Number Worlds)	\$ 6,135 \$12,269	2018-2019 2019-2020
K-5 Literacy Intervention Program Expansion (LLI) ROES/OHES	\$27,370	2019-2020
K-5 Literacy Intervention Program Training	\$1,350 \$2,700	January 2019 2019-2020
K-5 Supplemental Lower Level Books and Literacy Support Materials	\$9,000 \$9,000	2018-2019 2019-2020
K-5 Literacy and Numeracy Aide Training	\$2,500 \$5,000 \$5,000	2018-2019 2019-2020 2020-2021
Support for Elementary Data Teams	\$2,000 \$2,000 \$2,000	2018-2019 2019-2020 2020-2021
6-12 Maths Teacher Articulation and Professional Development	\$1,000 \$1,000	2019-2020 2020-2021
MCMS Intervention Expansion	\$10,000 \$10,000	2019-2020 2020-2021
Professional development for teachers K-12 (Routines for Reasoning, Math Mindsets, Supporting Struggling Students in Math)	\$8,000 \$8,000 \$8,000	2018-2019 2019-2020 2020-2021
MCMS Co-Teaching Stipend \$500 per teacher	\$3,000 \$3,000	2019-2020 2020-2021
Snap and Read District License	\$3,239 \$3,239 \$3,239	2018-2019 2019-2020 2020-2021
OPHS Co-Teaching Stipend \$500 per teacher	\$3,000 \$3,000	2019-2020 2020-2021
Increase MTSS Coordinator by .1 FTE	\$11,745 \$11,745	2019-2020 2020-2021
6-12 Intervention/Co-Teaching Mentor	\$5,000 \$5,000	2019-2020 2020-2021
Professional Development for Administrators: MTSS, Intervention, and Support of Struggling Students	\$4,000 \$4,000 \$4,000	2018-2019 2019-2020 2020-2021
Total	\$203,528	

How will the effectiveness of the evidence-based services be measured? (0 of 1,050 maximum characters)

The K-5 Literacy and Math Intervention programs will reduce the number of primary grade students who are below grade level, which will in turn reduce the number of students in grades 3-5 not meeting grade level standards. The progress of students in Tier II intervention will receive regular progress monitoring, the data from which will be analyzed during grade level data meetings, held periodically to ensure only students who are in need of intervention are receiving intervention.

Professional Development will result in more widespread use of Routines for Reasoning, Mathematical Mindsets, and other evidence based instructional strategies to improve mathematics outcomes for all students.

Increased Support for the implementation of MTSS structures and Co-Teaching are aimed at establishing long term improvements. Co-teaching partners in grades 6-12 will receive regular coaching and guidance for instructional planning and data analysis related to student progress. Co-teaching partners will also have regular and shared planning time.

How are services aligned with and described in the LEA's local control and accountability plan? (0 of 1,050 maximum characters)

Increase to MTSS Coordinator- This service is an increase to a service and action in the LCAP (Goal 1.8 "Math/Literacy Intervention and Professional Development").

Professional Development- A substantial portion of the funding related to LCAP Goals 1 and 3 (Action 1.2, 1.3, and 3.9) is directed toward professional development for teachers. By directing these grant funds specifically to areas of need, we can enhance the in place services and actions.

MTSS/Intervention- Improving structures and practices related to meeting the needs of struggling students is already identified in LCAP Goal 1.8 and 3.7. LPSBG funds will enhance and increase the work being done to meet the needs of these students, and will provide more timely and robust services to students.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.3.c. APPROVE 2017-2018 SCHOOL ACCOUNTABILITY REPORT CARDS

ACTION

ISSUE: Shall the Board of Education approve the School Accountability Report Cards for 2017-2018?

BACKGROUND: In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California’s schools with a source of funding. In return, all public schools in California are required annually to prepare SARC’s and disseminate them to the public. SARC’s are intended to provide the public with important information about each public school and to communicate a school’s progress in achieving its goals.

In the years since the passage of Proposition 98, additional requirements for school accountability reporting and dissemination have been established through legislation. Most SARC requirements are codified in California Education Code 33126 and 33126.1. The 2017-2018 SARC reports are available at this link: <https://goo.gl/jnh7tC>

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the 2017-2018 SARC reports.
2. Do not approve the SARC reports.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.4.a. APPROVE RESOLUTION #19-05 RELEASE TEMPORARY CERTIFICATED EMPLOYEES

ACTION

ISSUE: Should the Board of Education approve Resolution #19-05 to Release Temporary Certificated Employees?

BACKGROUND: In considering needs for the 2019-2020 school year, it has been determined that, at this time, staffing must be reduced. In order to comply with Education Code Section 44955 temporary employees must be released pursuant to Education Code Section 44954. The Resolution authorizes staff to proceed with the release process for employees on temporary contracts.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44954.

ALTERNATIVES:

1. Approve Resolution #18-06 Release Temporary Certificated Employees
2. Do not approve Resolution #18-06 Release Temporary Certificated Employees

RECOMMENDATION: Alternative #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	_____	_____	_____	_____

**BEFORE THE BOARD OF EDUCATION OF THE
OAK PARK UNIFIED SCHOOL DISTRICT
COUNTY OF VENTURA, STATE OF CALIFORNIA**

RESOLUTION NO. #19-05

**RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM
EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

WHEREAS, Education Code section 44954 authorizes the Governing Board to give notice before the end of the school year to any temporary certificated employee who will serve at least 75 percent of the number of days the regular schools of the district are maintained of the Governing Board's decision not to reelect the employee for the next succeeding school year; and

WHEREAS, the employees whose names are listed on the attached Exhibit A are temporary certificated employees who have been employed during the 2018-2019 school year; and

WHEREAS, the Board has received a recommendation from the District Superintendent or the Superintendent's designee not to reelect the employees whose names are listed on Exhibit A; and

WHEREAS, the Board has discussed the recommendation made by the District Superintendent and concurs in that recommendation;

THEREFORE, BE IT RESOLVED that the Governing Board of the Oak Park Unified School District hereby authorizes the District Superintendent or the Superintendent's designee to notify the employees named on Exhibit A of this Board's decision not to reelect them for the 2019-20 school year in accordance with the requirements of Education Code section 44954. The District Superintendent or the Superintendent's designee is further authorized to take any other actions necessary to consummate the intent of this Resolution.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the
Governing Board of the Oak Park Unified School District held this 19th day of February, 2019,
by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President Board of Education of the
Oak Park Unified School District

I, Allen Rosen, Clerk of the Board of Education of the Oak Park Unified School District, do
certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board
of Education at its regular meeting held on February 19, 2019.

Clerk, Board of Education of the
Oak Park Unified School District

ATTACHMENT A

**RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM
EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

#1 to #13

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.4.b. APPROVE RESOLUTION # 19-06 REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICE

ACTION

ISSUE: Should the Board of Education approve Resolution #19-06 Reducing or Discontinuing Particular Kinds of Service?

BACKGROUND: In considering needs for the 2019-2020 school year, it has been determined that, at this time, staffing must be reduced.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

ALTERNATIVES:

1. Approve Resolution #19-06 Reducing or Discontinuing Particular Kinds of Service?
2. Do not approve Resolution #19-06 Reducing or Discontinuing Particular Kinds of Service?

RECOMMENDATION: Alternative #1

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

Respectfully Submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION OF INTENTION TO REDUCE PARTICULAR KINDS OF SERVICES AND
RELEASE CERTIFICATED EMPLOYEES

Resolution Number: #19-06

WHEREAS, the Governing Board of the Oak Park Unified School District (“District”) has determined that it shall be necessary to reduce or discontinue the particular kinds of services of the District as itemized in Exhibit “A” at the close of the current school year; and

WHEREAS, it shall be necessary at the end of the 2018-2019 school year to terminate the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of services;

THEREFORE, BE IT RESOLVED that the Superintendent is directed to send appropriate notices to all employees whose services shall be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon temporary or categorically funded project certificated employees in addition to those specifically granted to them by statute;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach under single subject credentials. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving in under a single subject credential, the certificated employee must have served the District for one complete school year in the last five school years teaching under a single subject credential in the same subject area taught by the less senior certificated employee. Service during the 2018-2019 school year shall constitute one year of service to this criteria; and

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach elementary education. Thus, in order for a certificated employee to displace a less senior employee currently serving as an elementary teacher, the certificated employee must have served the District for one complete school year in the last five school years as an elementary teacher responsible for developing and delivering instruction to elementary aged students in English-language arts, mathematics, science, social studies, and physical education. Service during the 2018-2019 school year shall constitute one year of service relative to this criteria;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach in a traditional classroom. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving in a traditional classroom setting, the certificated employee must have served the District for one complete school year in the last five school years in a traditional classroom position. Service during the 2018-2019 school year shall constitute one year of service to this criteria.

Adopted by the Governing Board of the Oak Park Unified School District this 19th day of February, 2019.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President, Governing Board of the
Oak Park Unified School District

I, Allen Rosen, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 19, 2019.

Clerk, Governing Board of the
Oak Park Unified School District

EXHIBIT A

Recommended Reduction in 2019-2020 programs/services for the Oak Park Unified School District

The Superintendent recommends that the Governing Board adopt a resolution to reduce the programs and services for 2019-2020 school year as follows:

<u>Services</u>	<u>Number of Full-Time Equivalent Positions</u>
Middle School Counselor	1.0
Middle School Technology	0.2
Independent Study	1.2
Total Full Time Equivalent Reduction:	2.4 FTE

00536-00142/3561442.1

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.4.c. APPROVE RESOLUTION #19-07 - DETERMINATION OF SENIORITY AMOUNG EMPLOYEES WITH THE SAME SENIORITY DATE (“TIE BREAKER RESOLUTION”)

ACTION

ISSUE: Should the Board of Education approve Resolution #19-07 Determination of Seniority for Employees with the same Seniority Date (“Tie Breaker Resolution”)?

BACKGROUND: In order to determine seniority among employees with the same first day of paid service in a probationary position, the attached resolution has been prepared by staff and legal counsel to determine the seniority of certificated staff having the same first day of paid service in a probationary position with the district.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

ALTERNATIVES: 1. Approve Resolution #19-07 - Determination of Seniority for Employees with the same Seniority Date (“Tie Breaker Resolution”).
 2. Do not approve Resolution #19-07 - Determination of Seniority for Employees with the same Seniority Date (“Tie Breaker Resolution”).

RECOMMENDATION: Alternative #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	_____	_____	_____	_____

**BEFORE THE GOVERNING BOARD OF THE
OAK PARK UNIFIED SCHOOL DISTRICT
COUNTY OF VENTURA, STATE OF CALIFORNIA**

RESOLUTION NO. 19-07

**DETERMINATION OF SENIORITY AMONG CERTIFICATED EMPLOYEES WITH THE SAME
SENIORITY DATE (“Tie-Breaker Resolution”)**

WHEREAS, pursuant to Education Code Section 44955, the Board is required, as between employees who first rendered paid service to the District on the same date, to determine the order of termination solely on the basis of the needs of the District and its students; and

WHEREAS, Education Code Section 44955 requires that upon the request of any employee whose order of termination is determined as stated above, the governing board shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees in the group.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That this Board determines that the needs of the District and the students of this District are best served by resolving seniority ties within the meaning of Education Code Sections 44955, subdivision (b) (third paragraph) and Section 44846, by applying the criteria set forth in paragraphs 4 through 20 below;
2. That as between employees who first rendered paid service to the district in a probationary position on the same date, the order of termination of said employees shall be determined by reference to the criteria which follow and the application thereof to each employee;
3. That the criteria set forth in paragraphs 4 through 20 below are listed in priority order and each criterion shall be used only if the preceding criteria do not delineate the order of termination;
4. As between certificated employees possessing the same seniority date as defined in Education Code Section 44845, and who possess a clear professional, standard, or general teaching credential, as opposed to employee’s possessing only a preliminary credential, intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential, the employees possessing a clear professional, standard, or general teaching credential, will be regarded as having greater seniority for purposes of determining seniority order;
5. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees only possessing a preliminary credential will be regarded as having greater seniority for purposes of determining seniority order than employees possessing only an intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
6. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only an intern credential, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
7. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a short-term staff permit (STSP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;

8. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a Provisional Intern Permit (PIP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a waiver, or a designated subject career technical education credential;
9. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a waiver, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a designated subject career technical education credential;
10. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing a designated subject career technical education credential, will be ranked lower than employees possessing the credential documents set forth in paragraphs 4 through 9;
11. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing the appropriate English Language (EL) authorization to teach English Language Learners will be regarded as having greater seniority for purposes of determining seniority order than certificated employees not having certification/authorization to teach English Language Learners;
12. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing multiple subject matter authorizations and supplemental authorization on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only multiple subject matter authorizations (ranked by number of subject matter authorizations). Similarly, certificated employees possessing multiple authorizations on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only single authorization credentials and multiple supplemental authorizations. Similarly, certificated employees possessing single authorization credentials and multiple supplemental authorizations will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorizations. Similarly, certificated employees possessing a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization on credentials.
13. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with the following subject matter authorizations, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
 - (a) Speech and Language
 - (b) Special Education with mild to moderate and moderate to severe authorizations
 - (c) Special Education with mild to moderate authorization
 - (d) Special Education with moderate to severe authorization
 - (e) Mathematics
 - (f) Chemistry
 - (g) Physics
 - (h) Geosciences
 - (i) Biological sciences
 - (j) Foreign Languages
 - (k) Fine Arts
 - (l) English
 - (m) Social Sciences/Social Studies
 - (n) History
 - (o) Business/Computer Education
 - (p) Multiple Subjects
 - (q) Physical Education
 - (r) Designated Subjects Vocational Education
 - (s) Pupil Personnel Services - Counseling

- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

14. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date, then certificated employees will be ranked by verified years of certificated employee experience as determined by actual step placement on the District Certificated Salary Schedule(s) starting with the greatest number of years to the least number of years.
15. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with a Ph.D. /Ed.D from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a master's degree from an accredited institution of higher education. Similarly, employees with a master's degree from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing two bachelor's degrees. Similarly, employees with two bachelor's degrees from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority than employees possessing a single bachelor's degree from an accredited institution of higher education.
16. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with double majors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and two minors on their transcripts from accredited institutions of higher education. Similarly, employees with a single major and two minors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and single minor on their transcripts from an accredited institution of higher education. Similarly, employees with a single major and single minor on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major on their transcripts from an accredited institution of higher education.
17. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education starting with the greatest number of credits to the least number of credits.
18. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education after earning a bachelor's degree starting with the greatest number of credits to the least number of credits.
19. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with demonstrated experience supervising or being responsible for school sponsored extracurricular activities will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having no experience supervising school sponsored extracurricular activities.
20. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then certificated employees with undergraduate majors in the following subject matter areas, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
 - (a) Speech and Language
 - (b) Special Education with mild to moderate and moderate to severe authorizations
 - (c) Special Education with mild to moderate authorization
 - (d) Special Education with moderate to severe authorization
 - (e) Mathematics
 - (f) Chemistry

- (g) Physics
- (h) Geosciences
- (i) Biological sciences
- (j) Foreign Languages
- (k) Fine Arts
- (l) English
- (m) Social Sciences/Social Studies
- (n) History
- (o) Business/Computer Education
- (p) Multiple Subjects
- (q) Physical Education
- (r) Designated Subjects Vocational Education
- (s) Pupil Personnel Services - Counseling
- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law.

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

AYES: _____

NOES: _____

ABSTAIN _____

ABSENT: _____

 President, Governing Board of the
 Oak Park Unified School District

I, Allen Rosen, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its special meeting held on February 19, 2019.

 Clerk, Governing Board of the
 Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.4.d. APPROVE PROVISIONAL INTERNSHIP PERMIT (PIP) REQUEST FOR CERTIFICATED EMPLOYEE

ACTION

ISSUE: Shall the Board of Education approve a request for a Provisional Internship Permit from the California Commission on Teacher Credentialing for a Special Education Subject Matter Program Waiver for the second (2nd) semester of the 2018/2019 school year through Extended School Year (ESY) summer school?

BACKGROUND: The California Commission on Teacher Credentialing (CCTC) provides a process whereby a district under an approved Provisional Internship Permit may employ a teacher. These permits are reviewed by the Commission staff and acted upon by the Commission to provide an employee the time to complete credential requirements. During this next year Elya Fletcher, at Red Oak Elementary School will be taking the last of three (3) CSET (California Subject Examinations for Teachers) exams. This candidate has a BA in Psychology and is near completion of her Masters in Special Education, earning her a credential as an Education Specialist, Mild/Moderate.

FISCAL IMPACT: Approval of this temporary certificated assignment will increase the 2018-19 General Fund restricted budget by \$15,351.

ALTERNATIVES:

1. Approve the Provisional Internship Permit request for Elya Fletcher
2. Do not approve the Provisional Internship Permit request for Elya Fletcher

RECOMMENDATION: Alternative #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.	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
**SUBJECT: B.5.a. APPROVE 2019 CSBA DELEGATE ASSEMBLY
ELECTION OF CANDIDATES**

ACTION

ISSUE: Shall the Board of Education elect two representatives to CSBA's Delegate Assembly?

STATEMENT: There are four vacancies for the 2019 Delegate Assembly Ballot Region/Subregion 11B and there are four candidates as follows. OPUSD may vote for two of the four candidates on one ballot and it must be returned to CSBA postmarked on or before March 15, 2019. Voting instructions, ballot, and biographical sketches for each of the candidates are attached.

Darlene A. Bruno (Hueneme ESD)
Jackie Moran (Ventura USD)
Sabrina Rodriguez (Ventura USD)
Christina Urias (Santa Paula USD)*
*denotes incumbent

The names of newly elected delegates will be published and disseminated to the membership by April 1.

ACTION: Move to cast our vote for _____ and _____, as representatives to the CSBA Delegate Assembly for Region/Subregion 11B.

FISCAL IMPACT: None

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



California School Boards Association

REQUIRES BOARD ACTION

Due: Fri. Mar. 15 return ballot in enclosed envelope

January 31, 2019

MEMORANDUM

To: All Board Presidents and Superintendents — CSBA Member Boards – **SUBREGION 11-B**
From: Emma Turner, CSBA President
Re: 2019 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Fri. March 15**

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume, which will be on the reverse side of the biographical sketch form. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned. It must be postmarked by the U.S. Post Office on or before Friday, March 15, 2019. No exceptions.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2019 – March 31, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 18 and Sunday, May 19 at the Hyatt Regency in Sacramento. The names of all Delegates will be available on CSBA's website no later than Monday, April 1. Please do not hesitate to contact CSBA's Executive Office at (800) 266-3382 should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot (red paper and white paper)
Candidate(s)' required Biographical Sketch Forms and resumes, if provided
CSBA-addressed envelope to send back ballots

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2019**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT
SUBREGION 11-B
(Ventura County)

Number of vacancies: 2 (Vote for no more than 2 candidates)

Delegates will serve two-year terms beginning April 1, 2019 - March 31, 2021

**denotes incumbent*

- Darlene A. Bruno (Hueneme ESD)
- Jackie Moran (Ventura USD)
- Sabrena Rodriguez (Ventura USD)
- Christina Urias (Santa Paula USD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 11 – 9 Delegates (9 elected)

Director: Suzanne Kitchens (Pleasant Valley SD)

Below is a list of all the current Delegates with expired terms from this Region.

Subregion 11-A (Santa Barbara)

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2020
Luz Reyes-Martin (Goleta Union SD), term expires 2019

Subregion 11-B (Ventura County and Las Virgenes USD)

Vianey Lopez (Hueneme ESD), term expires 2020
Veronica Robles-Solis (Oxnard SD), term expires 2020
Christina (Tina) Urias (Santa Paul USD), term expires 2019
Vacant, term expires 2020
Vacant, term expires 2020
Vacant, term expires 2019

County Delegate:

Mark Lisagor (Ventura COE), term expires 2019

Counties

Santa Barbara (Subregion A)
Ventura (Subregion B)



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Darlene A. Bruno Date: 12/14/18

Name: Darlene A. Bruno CSBA Region & subregion #: 11B
District or COE: Hueneme Elementary School District Years on board: 26
Profession: Retired Contact Number (please v Cell Home Bus.): 805 312-4185
*Primary E-mail: juneclvrmmom@mail.com
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I believe each district needs to remain financially strong, and to do this we need to understand the Governor's budget, the LCAP, the dashboard, and the LCFF. Attending CSBA annual conference and other educational functions allow each board to make the best decisions for the population we serve. The more we understand the State budget, the better we can use our funding to find the best programs to educate the children in our area. Class size is also an area we need to focus on, so teachers can give more individual attention to the students in their class. I have finished the masters in boardmanship and the masters in governance programs with CSBA and value the information I have learned.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have served on the Ventura County School Board Executive Committee and strongly believe learning from other board members in our area has helped me to be a better board member for my district. I hope to have many more opportunities to learn about the many programs other districts are using and share the good things we are doing in Hueneme. Before becoming a board member I was very involved in our local PTA, and feel very connected to our community. I have also served on the delegate assembly in the past and found it to be a very enriching experience.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

The biggest issue I see right now is Social Emotional Learning. We have students that need extra help because of their home experiences, and we can help them learn better if they are feeling more secure. I feel strongly that we need to help them at a younger age, rather than try to fix things after they become a problem. A lot of this depends on identifying the students with problems, and sadly this falls on the teacher. We need more counselors in the system.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state “see résumé” and do not re-type this form. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Jackie Moran

Date: 1/4/19

Name: Jackie Moran

CSBA Region & subregion #: 11b

District or COE: Ventura Unified School District

Years on board: 2

Profession: Business Owner

Contact Number (please check Cell Home Bus.): 805-216-1740

*Primary E-mail: jackie.moran@venturausd.org

(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

With the exception of being a mother to my four children, being a Board Member has been the most rewarding experience. What we do in our role as Board Member impacts the future of many. I have such respect for all who serve. I am the current VP of the VUSD Board of Education and I represent my community by bringing a parents voice and perspective to the bench. As a CSBA Delegate, I would represent all of our areas Board Members and bring their concerns and needs to our State Representatives and to CIF on sports related and title 9 issues.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

Currently serving my Board on the LCAP, VCREA (Ventura County Regional Energy Alliance), City Liaison, and Chamber of Commerce Committees. I presented at the VCOE for CSBA with John Walker on-What it means to be a new Board Member. Participating in CSBA's Legislative Action Days solidified my working relationship with Representative Monique Limon' and State Senator Hanna Beth Jackson. As a community leader, I began the Ventura Foothill Neighbors and we achieved legislative change to improve the environment. In my career, I have been a business owner doing small developemnt in 3 counties for the past 28 years. Community outreach, negotiations and dealing with the government is where I shine

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

SPED and STRS/PERS and their escalating costs, Title 9 compliance without cutting or capping boys sports, disparities in education and closing the achievement gap, and Police interactions on our School sites-how to reduce the instances of citations while keeping our kids safe. These are at the top of my list of concerns as we move forward. I know I am not alone in these concerns , they face all school districts. As a Delegate I would be engaged with CSBA and with all of our State Representatives to address these issues. I am a net-worker and have clear messaging when working with any group. I am relentless and never distracted when working on achieving a goal. I will get it done.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: 1/7/2019

Name: <u>Sabrena Rodriguez</u>	CSBA Region & subregion #: <u>11B</u>
District or COE: <u>Ventura Unified</u>	Years on board: <u>2</u>
Profession: <u>Conservation Biologist</u> Contact Number (please v <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>805-512-6220</u>	
*Primary E-mail: <u>Sabrena.Rodriguez@Venturausd.org</u>	
<small>(*Communications from CSBA will be sent to primary email)</small>	
Are you an incumbent Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, year you became Delegate: _____	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I believe that education can be the great equalizer -- providing access and opportunities for all children to achieve their brightest future. Public education afforded me opportunities my parents could only dream of. I want to ensure that public education in California is equitable, meaningful and relevant for all of our children. I will use my skills as a bilingual, collaborative leader to work with colleagues from across our state to support FULL and FAIR funding, local control, equity and access for all students and transparency in local government. Our schools bear an increasing burden of student needs, and districts need RESOURCES, training and collaboration to meet them.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

As a first term Boardmember elected in 2016 I have fully committed myself to serving my community -- completing the CSBA Masters in Governance and New Board Member (2017), Effective Governance Workshop (2018), and multiple VC CSBA trainings. In addition, I currently serve as Board President; am past president of our Education Foundation (2015-2017), former Volunteer of the Year (2015); VUSD Ethnic & Social Justice Studies Steering Cmte; VUSD Parent Advisory Member (2008-current); Ventura Arts Collaborative (2012-current); Ventura Chamber of Comm., Educ. Cmte.; City/College/District Liaison; and am active with the League of Women Voters and VC Womens Political Council.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Funding, funding, funding. Public schools meet children where they are -- often with social/emotional needs, hunger/homelessness, special learning challenges, language barriers and more. In order to serve each student we need resources. The growing STRS/PERS contributions are strangling our districts and cutting into our ability to serve students. We need to be funded at a level that allows us to give every child what they deserve. Trustees also need training on equity, effective Special Education programs, stress/anxiety/suicide among students, and closing the achievement gap. CSBA can provide the venue for us to learn best practices from similar districts across the State.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

Sabrena Rodriguez

t. 805-641-5000 Sabrena.Rodriguez@VenturaUsd.org VUSD, 255 W Stanley Ave., Ventura, CA 93001

Professional Life

Program Manager for an international conservation organization supporting sustainable agriculture and development projects in Central and South America. Rainforest Alliance, NYC (1996 - 2004)

Stay-at-Home Mom/Community Volunteer. (2004 - CURRENT)

Education

University of Kent, Canterbury, England - MSc in Conservation Biology, 1996

University of California, Irvine - BS in Biology, Conc. in Ecology, 1992

Community Service

PRESIDENT, VENTURA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES – (2018 - CURRENT)

VENTURA ARTS COLLABORATIVE – (2012 - CURRENT)

Collaboration between City of Ventura, VUSD and Ventura Education Partnership to develop K-12 adopted framework for Visual and Performing Arts Education, ensuring Arts education for all students in VUSD.

PRESIDENT, VENTURA EDUCATION PARTNERSHIP (VEP) – (2015 - 2017)

VEP connects community resources to support and sustain innovation in education to benefit VUSD students. Raised over \$1.5 million since 2010 to provide teacher grants.

VUSD COMMITTEES (PRIOR TO ELECTION): Technology, Integrated Pest Management, Parcel Tax Oversight, Parent Advisory Council, Green Schools, GATE Liaison, PTA Presidents Council.

Professional Development

New Board Member Institute, CSBA, Burlingame 2017

Masters in Governance, CSBA, Paso Robles, 2017

Equity Institute Training, CLEAR, Oxnard 2018

RISE LGBTQ Training, Diversity Collective VC, Oxnard 2018

New Board President Training, CSBA, San Francisco 2018

A voice dedicated to ensuring all students are able to achieve their brightest future.



2019 Delegate Assembly Candidate Biographical Sketch Form

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Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Christina Urias Date: 12-31-18

Name: Christina Urias CSBA Region & subregion #: 11-B
District or COE: Santa Paula Unified Years on board: 16
Profession: Workers Comp Consultant Contact Number (please V Cell Home Bus.): 805 794-6136
*Primary E-mail: curias@santapaulaunified.org

(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: 10 yrs

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

Being a delegate is an exciting opportunity to study current issues and challenges facing school boards across the state and share the solutions with colleagues. I have been an active delegate and I've been asked to participate in the 2019 CSBA legislative committee and I look forward to the experience. I have also served on the nominating committee, annual educational conference planning committee and the linked learning committee. Each experience has enabled me to develop policy making skills crucial to CSBA's success. Additionally, my involvement as a delegate has enabled me to validate 6 Golden Bell School programs in Ventura and Santa Barbara counties. As a validator one sees firsthand the accomplishments of our local schools' programs and how their success can be duplicated in one's own district. Having been a school board member since 2002, I have gained the knowledge and experience to help fellow board members overcome barriers and strive to eliminate achievement gaps.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I am in my third year serving as president of the Ventura County School Board Association. I am also serving as the current president of the Santa Paula Unified School Board and was president the first year our district became unified in 2013. I am a Masters of Governance graduate twice (2005 and 2015). I had the opportunity to serve in 2017 on the search for a new chancellor for Ventura County Community College District. I am the chairperson of pastor parish relations at my church. I'm also a member of the Santa Paula Latino Town Hall, a non-profit community group. I am a proud member of the Ventura County Women's Political Council, a multi-partisan organization whose objective is to achieve equality for all women.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

The critical issues facing governing boards in California is full and fair funding and meeting the emotional well-being of our students. Because every district in our state will continue to feel annual financial increases, special education costs, utility costs, step and column increases, etc. it is imperative to put the future of K-12 public education funding at the forefront of legislative discussions. CSBA strives to put adequate funding at its forefront by partnering with ACSA (Association for California School Administrators) and other education advocacy groups. There is an epidemic of mental health stresses in our schools starting in the early grades. We need to teach students resilience and social skills to cope with the pressures of an increasingly competitive world. CSBA provides customized training and tools to meet the social and emotional needs of all students. Throughout the 3 days of the 2018 annual conference there were numerous workshops detailing what school boards can do to make sure our students are equipped to cope with our changing world. I would love to have your vote to continue working on behalf of kids.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.5.b. APPROVE THE REVISED 2018-19 SCHOOL HANDBOOK/DISCIPLINE PLAN FOR OAK PARK INDEPENDENT SCHOOL

ACTION

ISSUE: Shall the Board of Education review and approve the revised 2018-2019 Handbook/Discipline Plan for Oak Park Independent School(OPIS)?

BACKGROUND: Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. OPIS is applying for NCAA certification this year. To get the NCAA certification the current 2018-19 School Handbook/Discipline plan have to be update to include new information about Instructional Workshops in Core Subjects. In developing the rules and procedures, the school has solicited the participation, views, and advice of parents, teachers, school administrators, and students. The revised School Handbook for 2018-19 can be accessed at this link: <https://goo.gl/gpe7SP>

FISCAL IMPACT: None

ALTERNATIVES: 1. Review and approve the revised 2018-2019 Handbook/Discipline Plan for OPIS as presented.
2. Do not approve the revised 2018-2019 OPIS Handbook/Discipline Plan.

RECOMMENDATION: Alternative # 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 0420 – SCHOOL PLANS/SITE COUNCILS - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 0420 – School Plans/Site Councils?

BACKGROUND: Board Policy 0420 updated to reflect NEW LAW (AB 716) which renames the single plan for student achievement as the school plan for student achievement (SPSA), authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA, and authorizes the use of the SPSA to satisfy the requirement for a school improvement plan when a school is identified for targeted or comprehensive support. Regulation updated to reflect AB 716 which eliminates the authority to use a school advisory committee other than a school site council to develop the SPSA, allows certain small schools to share a school site council, requires a needs assessment to identify school goals, and, if applicable, requires consultation with the school's English learner advisory committee on review of the SPSA. Board Policy 0420 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 0420 – School Plans/Site Councils.
2. Do not amend Board Policy 0420 – School Plans/Site Councils.

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 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(a)

School Plans/Site Councils

The Governing Board believes that comprehensive planning ~~that is aligned with the district's local control and accountability plan (LCAP)~~ is necessary at each ~~district~~ school in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available ~~district~~ resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0415 - Equity)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

Each district school ~~that participants in one or more federal and/or state categorical programs funded through the state's consolidated application process pursuant to Education Code 64000 shall maintain~~ establish a school site council in accordance with Education Code ~~65000-65001. 52852 and the accompanying administrative regulation to develop, review, and approve school plans.~~ The school site council shall develop, approve and annually review and update a school plan for student achievement (SPSA) which consolidates the plans required for those categorical programs into a single plan, unless otherwise prohibited by law. (Education Code 64001)

~~For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6190 - Evaluation of the Instructional Program)

~~As appropriate, a school may incorporate any other school program into the SPSA. (Education Code 64001)~~

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all applicable programs ~~included~~, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and ~~its~~ students. ~~He/she~~ The Superintendent or designee shall also

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(b)

ensure ~~that~~ consistency between the specific actions included in the district's LCAP local control and accountability plan and ~~are consistent with~~ the strategies identified in each school's SPCA.

The Board shall, at a regularly scheduled Board meeting, review and approve each school's SPSA ~~and whenever there are~~ any subsequent material revisions ~~that~~ affecting the academic programs for students participating in the categorical programs addressed in the SPSA. ~~The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding.~~ (Education Code 64001)

~~Whenever~~ If the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council ~~or committee~~. The School site council ~~or committee~~ shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 64001)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the school site council.

The SPSA may serve as the school improvement plan required when a school is identified for targeted or comprehensive support pursuant to 20 USC 6303. (Education Code 64001)

(cf. 0500 - Accountability)

Any complaint alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA may be filed with the district in accordance with the district's uniform complaint procedures pursuant to 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 64001)

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

52-53 Designation of schools

33133 Information guide for school site councils

36147 Open meeting laws exceptions

~~41540-41544 Targeted instructional improvement block grants~~

52060-52077 Local control and accountability plan

52176 English Learner Advisory committees

~~52852 School site council~~

~~54000-54028 Educationally Disadvantaged Youth Programs~~

~~54425 Advisory committees (compensatory education)~~

~~54650-54659 Education Improvement Incentive Program~~

56000-56885 Special education

64000 Categorical programs included in consolidated application

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(c)

64001 ~~Single s~~ School plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

4600-4670 Uniform complaint procedures

11308 English learner advisory committees

UNITED STATES CODE, TITLE 20

~~6311 Accountability~~

~~6312-6319 Title I programs; plans~~

6303 School improvement

6311 State plan

6314 Schoolwide programs; schoolwide program plan

6421-6472 Programs for neglected, delinquent, and at-risk children and youth

6601-6651 Teacher and Principal Training and Recruitment program

6801-7014 Limited English proficient and immigrant students

~~7101-7165 Safe and Drug-Free Schools and Communities~~

~~7114 Safe and Drug-Free Schools and Communities; district plan~~

7101-7122 Student Support and Academic Enrichment Grants

7341-7355c Rural Education Initiative

Management Resources:

California Department of Education PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2014

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, ~~Single Plan for Student Achievement~~: <http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

Adopted: 12-4-01

Amended: 9-17-02, 9-20-05, 11-19-13, 9-15-15, 2-19-19

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0420(a)

School Plans/Site Councils

School Site Councils

Each school that operates a program requiring the development of a school plan for student achievement (SPSA) pursuant to Education Code 64001 shall have a school site council composed of the following: (Education Code ~~52852~~ 65000)

1. The principal or designee
2. Classroom Teachers at the school, selected by the classroom school's teachers at the school
3. Other school personnel ~~chosen by the school's~~ who are not teachers, selected by the other personnel at the school who are not teachers
4. Parents/guardians ~~representatives, who may include parents/guardians~~ of students attending the school and/or ~~community~~ other members of the community, selected by the parents/guardians of students attending the school
5. If the school is a secondary schools, students attending the school selected by other ~~such~~ secondary students

(cf. 0450 - Comprehensive Safety Plan)

Half of the school site council membership shall consist of school staff, in the categories listed in items #1-3 above, the majority of whom shall be classroom teachers. For an elementary school site councils, the remaining half shall be parents/guardians ~~representatives~~ and/or community members. For a secondary school site councils, the remaining half shall be ~~equal numbers of~~ parents/guardians, community members, ~~representatives~~ and/or students. (Education Code ~~52852~~ 65000)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code ~~52852~~65000)

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination and equity.

(cf. 0415 – Equity)

~~School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 54425; 5 CCR 3932)~~

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School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

Single-School Plan for Student Achievement

~~Any district school that shall participate in any state or federal categorical program specified in Education Code 64000 on an ongoing basis shall have a school site council which shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code 53055.755, 64001)~~

The school site council shall develop and annually review and update an SPSA that addresses all federal and/or state categorical programs in which the school participates pursuant to Education Code 64000. (Education Code 64001)

(cf. 1431 – Waivers)

(cf. 6020 – Parent Involvement)

(cf. 6171 – Title I Programs)

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

~~*(cf. 6184 – Continuation Education)*~~

The SPSA shall be developed with the review, ~~advice, and~~ certification, and ~~advice of the any~~ school English learner advisory committees, if required. (Education Code 64001)

(cf. 6174 - Education for English Learners)

Other school and district committees, including, but not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP), advisory committee established for special education programs, and Western Association of Schools and Colleges leadership teams, may also be consulted on the content of the plan.

~~The SPSA shall be aligned with the district's LCAP and school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data identified pursuant to law, and may consider any other data developed by the district to measure student achievement. (Education Code 52062, 64001)~~

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6190 - Evaluation of the Instructional Program)

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Before developing the content of the SPSA, the school site council shall conduct a comprehensive needs assessment pursuant to 20 USC 6314, including an analysis of verifiable state data consistent with the state priorities specified in Education Code 52060 and the indicators in the state accountability system. The school may consider any other data developed by the district to measure student outcomes. (Education Code 64001)

(cf. 0500 – Accountability)

(cf. 6162.5 – Student Assessment)

(cf. 6162.51 – State Academic Achievement Tests

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

The SPSA shall ~~at a minimum~~ include all of the following: (Education Code 64001)

~~1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by the law~~

~~2. Identify the means of evaluating the school's progress toward accomplishing those goals~~

~~3. Identify how state and federal law governing the categorical programs will be implemented~~

1. Goals to improve student outcomes, including goals that address the needs of student groups as identified through the needs assessment

2. Evidence-based strategies, actions, or services

3. Proposed expenditures based on the projected resource allocation from the district to address the findings of the needs assessment, including identifying resource inequities, which may include a review of the district's budgeting, the LCAP, and school-level budgeting, if applicable

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

~~In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:~~

~~1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.~~

~~2.1. Assess the effectiveness of the school's instructional program in relation to the analysis of~~

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~~student data.~~

~~3.—Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federal required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.~~

~~4.—Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.~~

The school site council ~~or other schoolwide group~~ shall approve the proposed SPSA at a meeting for which public notice has been posted. ~~Whenever there are material revisions to the SPSA which affect the academic programs for students participating in applicable programs, the SPSA shall be submitted and then submit the SPSA~~ to the Governing Board for ~~review and approval at a regularly scheduled Board meeting.~~ (Education Code 35147, 64001)

The school site council ~~or other schoolwide group~~ shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the principal or designee shall evaluate results of improvement efforts and report to the Board, schools site council, ~~advisory committees,~~ and other interested parties regarding progress toward school goals.

The School site council ~~or other schoolwide group~~ may amend the SPSA at any time. ~~Any revisions that would substantively change the academic programs funded through the consolidated applicable shall be submitted to the Board for approval. same process required for the annual update of the plan.~~

Adopted 12-4-01

Amended 7-05, 8-13, 9-15-15, 2-19-19

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 0460 – LOCAL CONTROL AND ACCOUNTABILITY PLAN - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan?

BACKGROUND: Board Policy and regulation 0460 updated to reflect NEW LAW (AB 2878) which expands the state priority on parent involvement that must be addressed in the local control and accountability plan (LCAP) to include family engagement. Policy also reflects NEW LAW (AB 1808) which requires consultation on plan development with special education local plan administrator(s) and, by July 1, 2019, requires districts to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP. Policy reflects NEW LAW (AB 1840) which requires the State Board of Education to expand the LCAP template by January 31, 2020 to include specified information. Section on "Technical Assistance/Intervention" updated to reflect AB 1808 which establishes a single statewide system of support for districts and schools, and AB 1840 which provides that a district receiving an emergency apportionment will be deemed to have been referred to the California Collaborative for Educational Excellence. Regulation updated to reflect AB 1840 which requires data in the LCAP to be reported in a manner consistent with the California School Dashboard and requires districts to post their LCAP prominently on the homepage of their web site. Section on "Annual Updates" deleted since the annual updates follow the same process and adhere to the same template as the initial LCAP. Board Policy 0460 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 0460 – Local Control and Accountability Plan.
2. Do not amend Board Policy 0460 – Local Control and Accountability Plan.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, FEBRUARY 19, 2019

Approve amendment to Board Policy 0460 – Local Control and Accountability Plan.

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

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

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Local Control and Accountability Plan

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A ~~community-based~~, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions ~~and to~~ which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), following based on the template ~~provided in 5 CCR 15497.5~~, adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent ~~two~~ fiscal years. (Education Code 52060; 52064; 5 CCR 15494-15497.5)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" ~~and other~~ or are part of any numerically significant student subgroup that is at risk of or is underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth ~~and are counted only once~~, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the single school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the

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specific actions included in the LCAP are consistent with strategies included in the SPSA.
(Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update.
(Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)

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(cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include **at least one** parents/guardians of **an** unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners **to review and comment on the LCAP**. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 – Parental Notifications)

As part of the parent/**guardian** and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in

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the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the [district budget, and the budget overview for parents/guardians](#), the Board shall file the LCAP, [the budget, and the budget overview](#) with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

[If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved.](#) (Education Code 52071)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by ~~him/her~~ [the Superintendent](#) and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance ~~based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5~~ [reported on the California School Dashboard](#). Evaluation data shall be used to recommend any necessary revisions to the LCAP.

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(cf. 0500 - Accountability)

Technical Assistance/Intervention

~~When it is in the best interest of the district,~~ At its discretion, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in ~~the identifying~~ ~~ication of~~ district strengths and weaknesses in regard to state priorities, ~~and~~ which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that ~~apply to the district's goals~~ address any areas of weakness.
2. Assistance from an academic, ~~programmatic,~~ or fiscal expert, or team of ~~academic~~-experts, or ~~another district in the county~~ in identifying and implementing effective programs and practices that are designed to improve ~~the outcomes for student subgroups~~ performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.
- ~~3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074~~

In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant to Education Code ~~52071~~52064.5, the Board shall ~~review all recommendations received from~~ work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent ~~or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.~~ timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the ~~Superintendent of Public Instruction (SPI)~~ identifies the district as needing intervention ~~pursuant to Education Code 52072,~~ the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)

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BP 0460(f)

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 – Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support

~~52052 Academic Performance Index; numerically significant student subgroups~~

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning ~~pilot~~ program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

~~60811.3 Assessment of language development~~

64001 Single plan for student achievement

99300-99301 Early Assessment Program

WELFARE AND INSTITUTIONS CODE

300 Dependent child of the court

CODE OF REGULATIONS, TITLE 5

15494-15497.~~5~~ Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev.

October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

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~~*Every Student Succeeds Act – Update #6, January 18, 2017*~~

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

Adopted: 6-17-14

Amended: 6-16-15, 4-18-17, 2-19-19

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AR 0460(a)

Local Control and Accountability Plan

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) **and annual updates** shall include, for the district and each district school:(Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

- c. Parent/guardian involvement **and family engagement**, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

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d. Student achievement, as measured by all of the following as applicable:

(1) Statewide assessments of student achievement

(2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that ~~satisfy specified requirements and~~ align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692

(3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

(4) The English learner reclassification rate

(5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

(6) The percentage of students who ~~participate in and~~ demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)

(cf. 6141.5 - Advanced Placement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 – Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

- 2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported ~~on a school accountability report card.~~ [on the California School Dashboard.](#) (Education Code 52060)

~~*(cf. 0510 – School Accountability Report Card)*~~

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AR 0460(d)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how **such** services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of **student school** enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Annual Updates

~~On or before July 1 of each year, the LCAP shall be updated using the template adopted by the SBE and shall include all of the following: (Education Code 52061)~~

- ~~1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above~~
- ~~2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment~~
- ~~3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above~~

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0460(f)

~~4.—A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient~~

Availability of the Plan

The Superintendent or designee shall [prominently](#) post the LCAP, ~~and~~ any updates or revisions to the LCAP, [and the LCFF budget overview for parents/guardians](#) on the [homepage of the district's web site](#). (Education Code [52064.1](#), [52065](#))

(cf. 1113 - District and School Web Sites)

Adopted: 10-13

Amended: 6-16-15, 12-05-17, [2-19-19](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1330 – USE OF SCHOOL FACILITIES - Second Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 1330 – Use of School Facilities?

BACKGROUND: Board Policy 1330 updated to reflect the board's authority to provide the use of school facilities free of charge to recreational youth sports leagues that charge participants no more than an average of \$60 per month. Policy also adds new section on the use of school facilities as a polling place, formerly in BP 1400 - Relations Between Other Governmental Agencies and the Schools. Regulation updated to more directly reflect law addressing the board's authority to approve serving alcohol during a special event at district-owned facilities at a time when students are not present. Board Policy 1330 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 1330 – Use of School Facilities.
 2. Do not amend Board Policy 1330 – Use of School Facilities.

RECOMMENDATION:
 Approval of Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(a)

Use Of School Facilities

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary-

(cf. 0450 - Comprehensive School Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1330(b)

grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations, and by clubs or associations organized to promote youth and school activities. ~~As specified in Education Code 48134(a), these groups include, including~~, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, USA, YMCA, parent-teacher associations, school-community advisory councils, ~~Oak Park Municipal Advisory Council, Community Foundation for Oak Park and Friends of Oak Park Schools.~~ ~~Facilities may also be used for fundraising activities by free use groups when the net receipts are used for the welfare of the district's students or to support district needs.~~ and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Civic Center Act, ~~including nonprofit groups not organized to promote youth and school activities and for-profit groups,~~ shall be charged an amount not to exceed ~~exceeding~~ direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. ~~In determining direct~~ (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds, ~~the Superintendent or designee~~ shall ~~calculate,~~ be calculated in accordance with 5 CCR ~~140318,14038~~ and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1330(c)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space, ~~school facilities and grounds~~

~~However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school tutoring and child care programs. (5 CCR 14037) supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 5148.2—Before/After School Programs)~~

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services ~~of~~ performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(d)

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

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) ~~113~~ 508 U.S.Ct. ~~2141~~ 384

Cole v. Richardson, (1972) 405 U.S. 676, ~~92 S.Ct. 1332~~

Connell v. Higgenbotham, (1971) 403 U.S. 207, ~~91 S.Ct. 1772~~

ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 1000

Community Relations

BP 1330(e)

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

California Department of Education: [http://~~www~~www.cde.ca.gov](http://www.cde.ca.gov)

Adopted: 2-22-78

Amended: 10-4-83, 12-17-85, 5-15-90, 4-2-91, 9-26-95, 9-17-02, 11-18-03, 10-16-12, 8-20-13,
10-21-14, [2-19-19](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1330(a)

Use Of School Facilities

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a **facilities use** statement indicating that ~~the organization upholds~~ **they uphold** the state and federal constitutions and do not intend to use school premises **or facilities** to commit unlawful acts.—

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

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Community Relations

AR 1330(b)

~~(cf. 1020 - Youth Services)~~

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of ~~the~~ school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of ~~alcoholic beverages~~ drugs or any restricted substances, including tobacco ~~use~~

(cf. 3513.3 - Tobacco-Free Schools)

~~However,~~

4. Any use which involves the ~~Superintendent or designee may approve the use of district facilities for special events that may involve the acquisition, possession, use, or consumption, or sale of alcoholic beverages when the event is,~~ except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are generally not on the ~~school~~ grounds. ~~(Business and Professions Code 25608)~~

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Community Relations

AR 1330(c)

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The ~~Board~~district may charge the amount necessary to repair the damages and may deny the group further use of school facilities- or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. ~~Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.~~ (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Adopted: 2-22-78

Amended: 9-17-02, 11-06, 9-09, 4-13, 4-15, 2-19-19

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

Series 1000

Community Relations

E 1330 (a)

PRIORITY OF USE

School functions shall take precedence over events of outside organizations. The following categories establish the priority of use and are the basis for fees:

1. School district activities and programs directly related to the educational program.
2. Organizations sponsored by the district, such as ASB, booster clubs, parent-teacher groups and employee organizations.
3. Activities designed to serve the youth of the district, such as non-profit youth athletic organizations or ~~Rancho Simi Recreation & Parks~~.
4. Activities designed to service the adults of the district, such as senior citizen, civic, and homeowner groups or adult activities ~~of Rancho Simi Recreation & Parks~~.
5. Groups charging fees for activities where the money collected is not used for the direct benefit of the children of the district or a recognized charity.
6. Commercial groups or other profit-making organizations.

APPLICATION FOR USE

Application forms for facility use may be obtained at the school site of the proposed use. Applications, if approved, shall be valid for a period not to exceed one school year (July 1 – June 30). Applications for use in a specific school year will not be accepted for processing before January 1 of the preceding school year.

The completed application forms must be submitted to the office of the site requested. The site administrator shall be responsible for approval of any facility use request at his/her location, and shall sign the request form to indicate his/her approval or disapproval of the request, and will forward the use request to the District's business office for processing.

PAYMENT OF FEES AND APPROVAL OF USE

Upon approval of use by the site administrator, fees will be assigned by the business office in accordance with Board-approved rates. The applicant shall be invoiced for the proposed use, and all fees must be paid in full at least 15 days prior to the use. Failure to pay fees will result in the denial of the facility use request. Upon receipt of full payment, the business office shall notify the applicant of the approval of its facility use request.

Approved facility use permits are authorized solely for use by the original applicant. Subletting of an approved use of District facilities is strictly prohibited and shall result in the immediate cancellation of the permit.

**OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT**

Series 1000

Community Relations

E 1330 (b)

FACILITY USE FEE SCHEDULE

Effective July 1, 2018, Rates for use of District facilities shall be charged as indicated below. Rates indicated are hourly, and all facility uses require a 2-hour minimum except as noted.

FACILITY DESCRIPTION	Free	Direct	Fair Rental
Standard K-12 Classroom	0	20.50	30.75
Elementary Multipurpose Room	0	36.00	56.50
MCMS Multipurpose Room/Gymnasium	0	41.00	61.75
OPHS Multipurpose Room (3-HR)	0	56.50	87.25
OPHS Gymnasium (3-HR)	0	56.50	87.25
Cafeteria*	0	53.50	82.25
Lunch Area	0	15.50	25.75
Restrooms*	0	10.75	15.50
Playfields	0	25.75	41.00
Playgrounds	0	10.25	15.50
Tennis Courts	0	12.50	31.50
Softball Field	0	25.75	41.00
Baseball Field	0	25.75	41.00
Stadium Bleachers	0	72.00	107.75
Stadium Field	0	77.00	118.00
Stadium Lights*	0	102.75	154.00
Film Production (per day)			2,365.00
Parking Lot Rental*	0	25.75	51.25
Custodial Services Personnel	0	41.00	61.25
Food Services Personnel	0	41.00	61.25
Utilities Fee (per day)	0	15.50	25.75
Processing Fee	0	15.50	15.50

*May require additional charge for employee services.

DETERMINATION OF FEES

Free Use – The Board may authorize the use of school facilities or grounds without charge by nonprofit organizations, clubs or associations organized to promote youth and school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, school-community advisory councils, ~~Oak Park Municipal Advisory Council, Community Foundation for Oak Park and Friends of Oak Park Schools~~. Facilities may also be used for fundraising activities by free use groups when the net receipts are used for the welfare of the district’s students or to support district needs.

Direct Cost Fees – Activities other than those specified for free use or fair rental value fee shall

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

Series 1000

Community Relations

E 1330 (c)

be charged a fee not to exceed direct costs to the district. The following activities shall be charged direct costs: activities of recreational youth groups that arranges for and supervises sports league activities; activities of religious groups for temporary periods; and activities not previously identified which do not fall within the free use or fair rental value classifications

Fair Rental Value Fees – Groups which use school facilities or grounds for the following activities shall be charged fair rental value: entertainment or meetings where admission is charged or contributions solicited and the net receipts are not to be expended for charitable purposes or for the welfare of the district's students; any commercial use by profit-making organizations.

INSURANCE

A Certificate of Insurance and Endorsement verifying public liability and property damage insurance shall be presented before permission is granted for use of OPUSD facilities. For any recreational use, or for any use for which a fair rental fee is charged, the amount of insurance shall be \$1,000,000. For all other uses, the amount of insurance shall be \$500,000 against a claim of personal injury and \$100,000 against a claim of property damage. Insurance shall name Oak Park Unified School District as an additional insured on a separate endorsement and shall be senior to any other insurance carried by the District.

RESPONSIBILITY

Groups shall be responsible for the condition in which they leave the facilities. If school property is damaged or abused beyond normal wear, the costs of repair or replacement shall be paid for by the organization involved. Organizations not complying with all rules and regulations will be denied further use of school facilities

RESTROOM FACILITIES

Any use of facilities exceeding 4 hours per day shall also require the use of restroom facilities at the established rate, including the cost of custodial services. For long term uses, such as seasonal use by youth athletic organizations, restroom keys may be checked out as authorized by this policy. The user group will also be charged the established rate for custodial services to clean the restrooms. Alternatively, the user group may, at its sole expense and responsibility, and with the District's permission, provide portable toilet facilities for the duration of the authorized use.

ISSUANCE OF KEYS FOR FACILITIES

Upon request, and with the approval of both the school site administration and the business office, building and gate keys may be issued to responsible user groups. Organizations approved for use of a specific facility may check out a door key upon receipt of a \$1,000.00 refundable security deposit. Groups approved for use of a playfield, athletic field, or parking lot use may check out a gate key upon receipt of a \$100.00 refundable security deposit. The business office will issue all approved keys and collect the required security deposits.

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

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Community Relations

E 1330 (d)

Any loss of keys shall result in the forfeiture of the user's security deposit, and may result in the cancellation of the user's permit.

The user group shall be solely responsible to unlock and relock doors and gates under its use. Failure to properly secure doors and gates after any use may result in forfeiture of the user's security deposit and cancellation of the user's permit. The user shall be held financially responsible for school property that is damaged due to the user's failure to secure the facilities.

USE OF CAFETERIA FACILITIES

School and Parent-Teacher Organization Functions Use of the cafeteria facilities for school activities or by parent-teacher organizations are to be arranged through the school office and coordinated with the Director of Child Nutrition Services. A food service employee will be on duty for the duration of the event to supervise the use of equipment and to ensure that proper sanitation procedures are followed.

User Group Functions Use of the cafeteria facilities for outside user groups are to be arranged through the school office and the Director of Child Nutrition Services. A food service employee shall be on duty for the duration of the entire event. The primary responsibility of the employee shall be to supervise the proper and safe use of equipment and to ensure that proper food preparation and sanitation procedures are followed. The employee will serve as a working supervisor, assisting the user group in preparation and cleaning.

1. Users will adhere to all rules and regulations of the Child Nutrition Services department as related to equipment and health and safety. Only adults are permitted to work in the kitchen service and preparation areas.
2. The user groups shall supply its own food and supplies for its event. No food or supplies belonging to the cafeteria shall be used, borrowed, or handled by the user group.
3. All equipment pots, pans, and utensils used shall be left clean and returned to their respective storage areas. Dishes, pots, pans and utensils shall not be removed from the kitchen without the permission of the food service employee in charge.
4. All counters shall be cleaned to their original condition and floors shall be swept. The user group will be charged the established rate for custodial services to mop and sanitize the floor.
5. The organization shall be financially responsible for any breakage, damage or missing equipment. Any damage or missing equipment or supplies will be billed to the organization.
6. In the event of disputes regarding the use of equipment, the condition of the kitchen, or proper procedures, the Director of Child Nutrition Services shall make the final decision.

Adopted: 9-21-10

Amended: 10-16-12, 2-19-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5141.52 – SUICIDE PREVENTION - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention?

BACKGROUND: Board Policy 5141.52 updated to reflect NEW LAW (AB 2639) which requires boards of districts that serve grades 7-12 to review the district's suicide prevention policy at least every five years and update it as necessary. Regulation updated to reflect NEW LAW (SB 972) which requires districts that issue student identification cards to print specified suicide prevention hotline numbers on the cards effective July 1, 2019. Regulation also reflects NEW LAW (AB 1808) which requires CDE to identify online training programs that districts can use to train students and staff regarding suicide awareness and prevention. Board Policy 5141.52 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5141.52 – Suicide Prevention.
 2. Do not amend Board Policy 5141.52 – Suicide Prevention.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(a)

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. ~~To attempt~~ **In an effort** to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, **suicide prevention experts**, local health agencies, mental health professionals, and community organizations.

~~(cf. 1020 - Youth Services)~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students ~~in the secondary grades~~

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(b)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the ~~youth~~-suicide problem **among youth**, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174-3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 *Children's Mental Health Services Act*

COURT DECISIONS

Coraes v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5141.52(c)

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide: A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, 2001

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

Adopted: 9-16-14

Amended: 5-16-17, 2-19-19

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AR 5141.52(a)

Suicide Prevention

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students ~~at the secondary level~~. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a ~~person~~ student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

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AR 5141.52(b)

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. ~~District~~ Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed

8. District procedures for responding after a suicide has occurred

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide

2. Develop coping and resiliency skills and self-esteem

3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent

4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

~~*(cf. 1020 - Youth Services)*~~

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

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AR 5141.52(c)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, ~~he/she~~ the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when ~~he/she~~ there is has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

As School employees shall act only within the authorization and scope of ~~his/her~~ their credential or license. An employee is not authorized to diagnose or treat mental illness unless ~~he/she is~~ specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

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*(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)*

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether ~~he/she~~ it is **required** necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school **and determine the need for ongoing support**.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. ~~He/she~~ **The Superintendent or designee** shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

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AR 5141.52(e)

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Adopted: 9-16-14

Amended: 5-16-17, [2-19-19](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5144 – DISCIPLINE - First Reading ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 5144 – Discipline?

BACKGROUND: Board Policy 5144 updated to reflect NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and to encourage staff development regarding equitable implementation of discipline. Regulation updated to revise section on "Detention After School" to more directly reflect state regulations and delete a specific timeline for advance notice to parents/guardians of a student's detention. Board Policy 5144 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5144 – Discipline.
 2. Do not amend Board Policy 5144 – Discipline.

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

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BP 5144(a)

Discipline

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and ~~to preparing achievement and desires to prepare~~ students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/~~guardian~~ involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.2 – Bullying)

(cf. 5137 – Positive School Climate)

(cf. 5145.9 – Hate-Motivated Behavior)

(cf. 6020 – Parent Involvement)

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension and expulsion, shall be imposed only when required ~~or permitted~~ by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 – Behavioral Interventions for Special Education Students)

(cf. 6164.5 – Student Success Teams)

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School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Price Meals)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

(cf. 5131.41 - Use of Seclusion and Restraint)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 9320 - Meetings and Notices)

The Oak Park Unified School District supports a “Progressive Discipline Policy” and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student’s health, [well-being](#), and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district’s nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 – Equity)

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(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent knowledge of school and classroom management skills, effective accountability and positive intervention techniques, and development- the tools to form of strong, cooperative relationships with parents/guardians.

(cf. 4131- Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 – Local Control and Accountability Plan)
(cf. 3100 – Budget)

~~At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.~~

Legal Reference:

EDUCATION CODE

32280-32288-9 School safety plans
35146 Closed sessions
35291 Rules
35291.5-35291.7 School-adopted discipline rules
37223 Weekend classes
44807.5 Restriction from recess
48900-48926 Suspension and expulsion
48980-48985 Notification of parent/s-or-guardians
49005-49006.4 – Seclusion and restraint
49330-49335 Injurious objects
49550-49564.52 Meals for needy students
52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

UNITED STATES CODE, TITLE 20

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5144(d)

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015

The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

~~*01-02 School Safety, Discipline, and Attendance, March 2001*~~

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: 5-24-78

Amended: 1980, 5-15-84, 9-1-92, 1995, 1999, 2-1-01, 9-17-02, 11-15-11, 2-19-13, 10-21-14,
4-17-18, 2-19-19

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AR 5144(a)

Discipline

Site-Level Rules

Site-level rules shall be consistent with ~~district~~ state law and Board policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in state law, district discipline policies and regulations, and/or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

(cf. 0450 – Comprehensive Safety Plan)

(cf. 0460 – Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself themselves or others or he/she they commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be

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used only when other means of correction have failed to bring about proper conduct.

Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and **his/her** parents/guardians

(cf. 5020 – Parent Rights and Responsibilities)
(cf. 6020 – Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 – Conflict Resolution/Peer Mediation)
(cf. 6164.2 – Guidance/Counseling Services)

3. Convening of a **student** study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and **his/her** parents/guardians

(cf. 6164.5 – Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for **the** purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 – Individualized Education Program)
(cf. 6164.6 – Identification and Education under Section 504)

5. Enrollment in a program for teaching **er** prosocial behavior or anger management

6. Participation **ng** in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

9. Participation in a program that is sensitive to the traumas experienced by students,

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focuses on students' behavioral health needs, and addresses those needs in a proactive manner

10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 – Before/After School Programs)

11. Recess restriction as provided in the section below entitled “Recess Restriction”
12. Detention after school hours as provided in the section below entitled “Detention After School”
13. Community service as provided in the section below entitled “Community Service”
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 – Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 – Independent Study)

(cf. 6181 – Alternative Schools/Programs of Choice)

(cf. 6184 – Continuation Education)

(cf. 6185 – Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

(cf. 5125 – Student Records)

Recess Restriction

~~A~~Teachers may restrict a student's recess time only when ~~he/she~~ they believes that this action is

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AR 5144(d)

the most effective way to bring about improved behavior. When recess restriction ~~may~~ involves the withholding of physical activity from a student, ~~the~~ teachers shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. ~~The student's~~ teacher(s) shall inform the principal of any recess restrictions ~~they~~ imposed.

(cf. 5030 – Student Wellness)

(cf. 6142.7 – Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons ~~for~~ up to one hour after the close of the maximum school day ~~or until the departure of the school bus to which they have been assigned if applicable.~~ (5 CCR 307, 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made.

The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students at Oak Park High School may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal or principal's designee may ~~, at his/her discretion,~~ require a student to perform community service during

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nonschool hours, on school grounds, or, with written permission of the student's parent/guardian off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, [community or](#) campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then [the](#) student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Adopted: 8-4-82

Amended: 5-15-84, 8-18-92, 5-6-97, 2-2-99, 2-20-01, 3-11, 11-12, 4-14, [2-19-19](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5144.1 – SUSPENSION AND EXPULSION/DUE PROCESS - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process?

BACKGROUND: Board Policy 5144.1 updated to reflect NEW LAW (AB 752, 2017) which prohibits the expulsion of a child enrolled in a California State Preschool Program (CSPP) unless the district has taken specified steps and the child's continued enrollment presents a serious safety threat to the child or other enrolled children. Policy also adds data collection on the type of firearm involved in any expulsion for firearm possession, in accordance with federal law. Regulation also revises section on "Final Action by the Board" to correct the location in policy where acts requiring "mandatory recommendation and mandatory expulsion" are listed. Board Policy 5144.1 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.
 2. Do not amend Board Policy 5144.1 – Suspension and Expulsion/Due Process.

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	_____	_____	_____	_____
Laiyman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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BP 5144.1(a)

Suspension And Expulsion/Due Process

The Governing Board desires to provide district students access to education opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.2 – Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 – Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

Progressive Discipline

~~Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in Education Code 48915 (“possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance listed in section 11053 of the Health and Safety Code; committing or attempting to~~

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~~commit a sexual assault; and possession of explosives”) constitute serious threats to school and individual safety. This approach makes the removal of potentially dangerous students from the classroom a top priority. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.~~

~~The Superintendent or designee shall notify staff, students and parents/ guardians about the district's discipline policies and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of these policies.~~

Appropriate Use of Suspension Authority

Except when a student’s act violates Education Code 48900(a)-(e), as listed in item #1-5 under “Grounds for Suspension and Expulsion: Grades K-12” of the accompanying administrative regulation or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

~~(cf. 1020 – Youth Services)~~

~~(cf. 5138 – Conflict Resolution/Peer Mediation)~~

~~(cf. 5144 – Discipline)~~

~~(cf. 6142.4 – Service Learning/ Community Service Classes)~~

~~(cf. 6164.2 – Guidance/Counseling Services)~~

~~(cf. 6164.5 – Student Success Teams)~~

A student’s parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

~~(cf. 5113 – Absences and Excuses)~~

~~(cf. 5113.1 – Chronic Absence and Truancy)~~

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not be initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

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Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 – Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

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A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually ~~present to the Board a report of the outcome data which the district is required to collect pursuant to~~ maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds of each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, students with disabilities, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 – Local Control and Accountability Plan)

Legal Reference:

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212.5 Sexual harassment

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1981-1981.5 Enrollment of students in community school
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open board meetings
35146 Closed sessions (re suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
48660-48666 Community day schools
48853.5 Foster youth
48900-48927 Suspension and expulsion
48950 Speech and other communication
48980 Parental notifications
49073-49079 Privacy of student records
52052 Numerically significant student subgroups
52060-52077 Local control and accountability plan
[64000-64001 Consolidated application](#)

CIVIL CODE

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CODE OF CIVIL PROCEDURE
1985-1997 Subpoenas; means of production

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HEALTH AND SAFETY CODE

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LABOR CODE

230.7 ~~Discharge or discrimination against~~E-employee ~~for taking~~ time off to appear in school on behalf of a child

PENAL CODE

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240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery on school property
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261 Rape defined
266c Unlawful sexual intercourse
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422.7 Aggravating factors for punishment

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422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7151 Gun free schools

UNITED STATES CODE, TITE 42

11432-11435 Education of homeless children and youth

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:

<https://www2.ed.gov/about/offices/list/oese/oshs>

Adopted: 5-24-78

Amended: 10-15-80; 5-15-84; 5-2-95; 2-2-99; 2-20-01; 9-17-02; 6-17-03, 6-15-04, 3-22-05,
9-18-12, 2-19-13, 8-19-14, 4-21-15, 4-17-18, 2-19-19

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Suspension And Expulsion/Due Process

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct)

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(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

For purposes of this section, “*products containing tobacco or nicotine products*” means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code and include electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions.

Possessed or used” means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

(cf. 5131.62 – Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as

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defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Knowingly received stolen school property or private property. (Education Code 48900(l))
12. Possessed an imitation firearm. (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying. (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of “Additional Grounds for Suspension and Expulsion: Grades 4-12” that has any of the effects

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described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission **originated** on or off **the** school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 – District-Sponsored Social Media)

(cf. 5131.2 – Bullying)

(cf. 6163.4 – Student Use of Technology)

(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 – Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A *terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

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Additional Grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4 -12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Suspension from Class by a Teacher

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion:

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Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student ~~who is~~ assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915 (c))

The Superintendent, principal or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

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For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct ~~in the student~~. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the ~~m~~ documentation in the student's record (Education Code 48900.5)

(cf. 5125 – Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in any school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 – Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911~~(b)~~)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school

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for the purpose of a the conference. and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
 - a. The ~~An~~ extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
 - b. The Superintendent or designee determines, following a meeting in which the student and

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the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

- c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 – Education for Foster Youth)

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 – Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed ~~in~~ under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal or ~~Principal's~~ Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information ~~violating that would violate~~ a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

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On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The ~~supervised~~-on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification ~~shall~~ **may** be made in writing. (Education Code 48911.1)

Superintendent, ~~Principal~~ or Designee's **Principal's Authority to Recommend Expulsion**

Unless the Superintendent, or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommend for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed ~~one of~~ the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the **regular** school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and ~~his/her~~ **their** parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and ~~his/her~~ **their** parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and ~~his/her~~ **their** parent/guardian shall be effective

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upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of ~~his/her~~ ~~their~~ choosing present ~~in~~ ~~at~~ the hearing at the time he/she testifies
3. Have a closed hearing during the time ~~he/she~~ ~~the witness~~ testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment.

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

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(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to a hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of ~~the~~ other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall ~~also~~ be allowed to attend the closed session. (Education Code 48918(c))

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If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with ~~the~~ Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion- Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

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In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom ~~he/she~~ they finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
 - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
 - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which ~~he/she~~ they may leave the hearing room.
 - (3) The person conducting the hearing may:

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- (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
- (b) Limit the time for taking the testimony of a complaining witness to the hours ~~he/she~~ **they are** normally in school, if there is no good cause to take the testimony during other hours
- (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918 (a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

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In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the commendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or ~~public~~-open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board ~~at-in a public-meeting~~. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspending expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any ~~act listed under~~ "Mandatory Recommendation and Mandatory Expulsion" ~~act listed above~~, in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during ~~the~~ summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

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Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under “Grounds for Suspension and Expulsion: Grades K-12” or “Additional Grounds for Suspension and Expulsion: Grades 4-12” (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)

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3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of ~~the~~ enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall ~~also~~ inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the ~~time-period~~ of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision ~~to~~with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notifications to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee ~~also~~ shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. ~~In addition, law enforcement authorities shall be notified regarding~~ or of ~~student~~ acts ~~by students regarding~~ involving the possession, sale, or furnishing of firearms, explosives, or

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other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10 (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate ~~city or county~~ **or district** law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 – Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent so certifies, students expelled for **only** acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K- 6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Each school site administrator shall take steps to see that services are provided for students who have an expulsion hearing. A student whose behavior has resulted in expulsion shall be given a rehabilitation plan that is designed by the district of residence. When recommended placement includes a classroom option, it is possible that the placement may not be available in the Oak Park Unified School District. Any recommended placement shall be monitored and appropriate documentation maintained by district and/or site personnel. This plan may involve one or more of the options outlined below.

Oak Park Unified School District education alternatives for expelled pupils includes:

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Secondary Students (7-12)

1. Expulsion with subsequent transfer to another school district or private school – classroom option. (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD)
2. Expulsion with referral to Ventura County Superintendent of Schools Court and Community School Program – classroom option (Gateway School – Camarillo site)
3. Suspended expulsion with referral to district independent Study Program or placement with rehabilitation plan on OPUSD site.

Elementary Students (K-6)

1. Expulsion with subsequent transfer to another school district or private school – classroom option (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD.)
2. Suspended expulsion with referral to district Independent Study program or placement with rehabilitation plan on OPUSD site. (Education Code 51745 – Voluntary program – cannot be mandated).

Secondary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

We believe that the appropriate response to students who have been removed from the county-operated Community School Program is to inform the parents that 1) the parents are compelled by law to educate their child, and 2) it is their responsibility to find an educational placement. The child's expellable behavior has deemed the student unsuitable for either regular school or alternative school placement. The parents' options are: a) request Independent Study if agreeable to the community school administration; b) provide private tutoring at parents' expense; c) enroll in a private full-time day school at parents' expense; or d) pursue enrollment with another school district's board (unless student is expelled for injurious behavior, weapons, drugs, drug dealing, assault or other "zero tolerance" offenses [Education Code 48915(a) or (c)]). In essence, the district will have fulfilled its obligation to secure an educational program to the extent funds are apportioned.

Elementary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

The respective strategies in the county plan include statements that: "A regional program may be developed to address geographical factors or limited numbers"; and "A regional program may be developed to meet this need (grades 1 to 6 placement)." The Oak Park Unified School District Board of Education and principals strongly recommend that the Ventura County Superintendent coordinate a consortium of small districts which are impacted by gaps in #3, #4, #5 and #6 of the County Plan. The purpose of this consortium will be to explore, plan and implement an

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educational placement which meets the needs found in the above referenced gaps.

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another [program that serves expelled students, including placement in a county](#) community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including ~~the~~ its specific cause(s). (Education Code 48900.8)

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5144.1(w)

Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Adopted: 5-15-84

Amended: 5-6-97; 2-2-99; 2-20-02; 9-17-02; 6-17-03, 11-05, 11-08, 3-10, 3-12, 7-12, 11-12, 4-14, 4-21-15, 4-17-18, [2-19-19](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 19, 2019

SUBJECT: VII.1. REVISED MONTH 5 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review the revised status report on District enrollment and attendance through Month 5 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 Klaus, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Month 5: November 26, 2018 - December 21, 2018

Year to Date: August 8, 2018 - December 21, 2018

	Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance
BES									
K	95	97	(2)	89.75	93.95	(4.20)	94.47%	96.86%	-2.38%
1	83	81	2	80.05	78.00	2.05	96.45%	96.30%	0.15%
2	83	76	7	80.60	73.05	7.55	97.11%	96.12%	0.99%
3	82	97	(15)	78.85	92.79	(13.94)	96.16%	95.66%	0.50%
4	97	117	(20)	92.55	114.53	(21.98)	95.41%	97.89%	-2.48%
5	122	99	23	120.35	96.16	24.19	98.65%	97.13%	1.52%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	562	567	(5)	542.15	548.48	(6.33)	96.47%	96.73%	-0.27%
OHES									
K	93	101	(8)	89.70	95.11	(5.41)	96.45%	94.17%	2.28%
1	87	77	10	84.65	74.42	10.23	97.30%	96.65%	0.65%
2	82	79	3	79.75	76.74	3.01	97.26%	97.14%	0.12%
3	80	77	3	77.65	74.21	3.44	97.06%	96.38%	0.69%
4	96	97	(1)	94.55	94.21	0.34	98.49%	97.12%	1.37%
5	98	99	(1)	94.20	95.63	(1.43)	96.12%	96.60%	-0.47%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	536	530	6	520.50	510.32	10.18	97.11%	96.29%	0.82%
ROES									
K	121	97	24	115.65	90.90	24.75	95.58%	93.71%	1.87%
1	84	78	6	82.05	74.63	7.42	97.68%	95.68%	2.00%
2	84	99	(15)	82.65	93.21	(10.56)	98.39%	94.15%	4.24%
3	107	102	5	104.10	97.05	7.05	97.29%	95.15%	2.14%
4	99	98	1	94.35	95.63	(1.28)	95.30%	97.58%	-2.28%
5	96	100	(4)	94.40	94.47	(0.07)	98.33%	94.47%	3.86%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	591	574	17	573.20	545.89	27.31	96.99%	95.10%	1.89%
MCMS									
6	354	342	12	345.20	332.32	12.88	97.51%	97.17%	0.34%
7	348	364	(16)	339.10	352.26	(13.16)	97.44%	96.77%	0.67%
8	381	373	8	368.45	359.11	9.34	96.71%	96.28%	0.43%
SDC	-	1	(1)	-	1.00	(1.00)	0.00%	100.00%	-100.00%
Total	1,083	1,080	3	1,052.75	1,044.69	8.06	97.21%	96.73%	0.48%
OPHS									
9	399	398	1	390.45	393.32	(2.87)	97.86%	98.82%	-0.97%
10	396	376	20	388.15	366.53	21.62	98.02%	97.48%	0.54%
11	358	374	(16)	350.30	370.21	(19.91)	97.85%	98.99%	-1.14%
12	379	364	15	363.05	353.11	9.94	95.79%	97.01%	-1.22%
SDC	-	1	(1)	-	1.00	(1.00)	0.00%	100.00%	-100.00%
Total	1,532	1,513	19	1,491.95	1,484.17	7.78	97.39%	98.09%	-0.71%
OVHS									
10-12	37	36	1	35.19	33.19	2.00	95.11%	92.19%	2.91%
OPIS									
K-12	196	191	5	201.50	196.95	4.55	102.81%	103.12%	-0.31%
Other***	3	5	(2)	3.23	4.22	(0.99)			
Total	4,540	4,496	44	4,420.47	4,367.91	52.56	97.37%	97.15%	0.22%

	Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance
BES									
K	95	97	(2)	92.36	95.28	(2.92)	97.22%	98.23%	-1.01%
1	83	81	2	81.70	78.11	3.59	98.43%	96.43%	2.00%
2	83	76	7	82.82	73.70	9.12	99.78%	96.97%	2.81%
3	82	97	(15)	78.99	95.35	(16.36)	96.33%	98.30%	-1.97%
4	97	117	(20)	95.35	115.40	(20.05)	98.30%	98.63%	-0.33%
5	122	99	23	121.73	97.42	24.31	99.78%	98.40%	1.37%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	562	567	(5)	552.95	555.26	(2.31)	98.39%	97.93%	0.46%
OHES									
K	93	101	(8)	90.17	97.07	(6.90)	96.96%	96.11%	0.85%
1	87	77	10	84.53	74.55	9.98	97.16%	96.82%	0.34%
2	82	79	3	80.89	77.13	3.76	98.65%	97.63%	1.01%
3	80	77	3	76.58	75.09	1.49	95.73%	97.52%	-1.79%
4	96	97	(1)	93.42	94.96	(1.54)	97.31%	97.90%	-0.58%
5	98	99	(1)	95.52	97.58	(2.06)	97.47%	98.57%	-1.10%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	536	530	6	521.11	516.38	4.73	97.22%	97.43%	-0.21%
ROES									
K	121	97	24	113.46	92.68	20.78	93.77%	95.55%	-1.78%
1	84	78	6	83.31	76.92	6.39	99.18%	98.62%	0.56%
2	84	99	(15)	83.71	95.31	(11.60)	99.65%	96.27%	3.38%
3	107	102	5	103.53	98.52	5.01	96.76%	96.59%	0.17%
4	99	98	1	95.10	97.17	(2.07)	96.06%	99.15%	-3.09%
5	96	100	(4)	95.22	96.87	(1.65)	99.19%	96.87%	2.32%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	591	574	17	574.33	557.47	16.86	97.18%	97.12%	0.06%
MCMS									
6	354	342	12	347.70	336.63	11.07	98.22%	98.43%	-0.21%
7	348	364	(16)	341.67	355.07	(13.40)	98.18%	97.55%	0.63%
8	381	372	9	373.50	365.87	7.63	98.03%	98.35%	-0.32%
SDC	-	1	(1)	-	1.52	(1.52)	0.00%	152.00%	-152.00%
Total	1,083	1,079	4	1,062.87	1,059.09	3.78	98.14%	98.15%	-0.01%
OPHS									
9	399	398	1	393.73	396.69	(2.96)	98.68%	99.67%	-0.99%
10	396	374	22	390.33	375.61	14.72	98.57%	100.43%	-1.86%
11	358	374	(16)	354.08	371.69	(17.61)	98.91%	99.38%	-0.48%
12	379	364	15	366.27	354.10	12.17	96.64%	97.28%	-0.64%
SDC	-	2	(2)	-	3.43	(3.43)	0.00%	171.50%	-171.50%
Total	1,532	1,512	20	1,504.41	1,501.52	2.89	98.20%	99.31%	-1.11%
OVHS									
10-12	42	38	4	33.86	30.62	3.24	80.62%	80.58%	0.04%
OPIS									
K-12	196	189	7	202.28	191.53	10.75	103.20%	101.34%	1.87%
Other***	3	5	(2)	3.23	4.22	(0.99)			
Total	4,545	4,494	51	4,455.04	4,416.09	38.95	98.02%	98.27%	-0.25%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of January 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 the following 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.

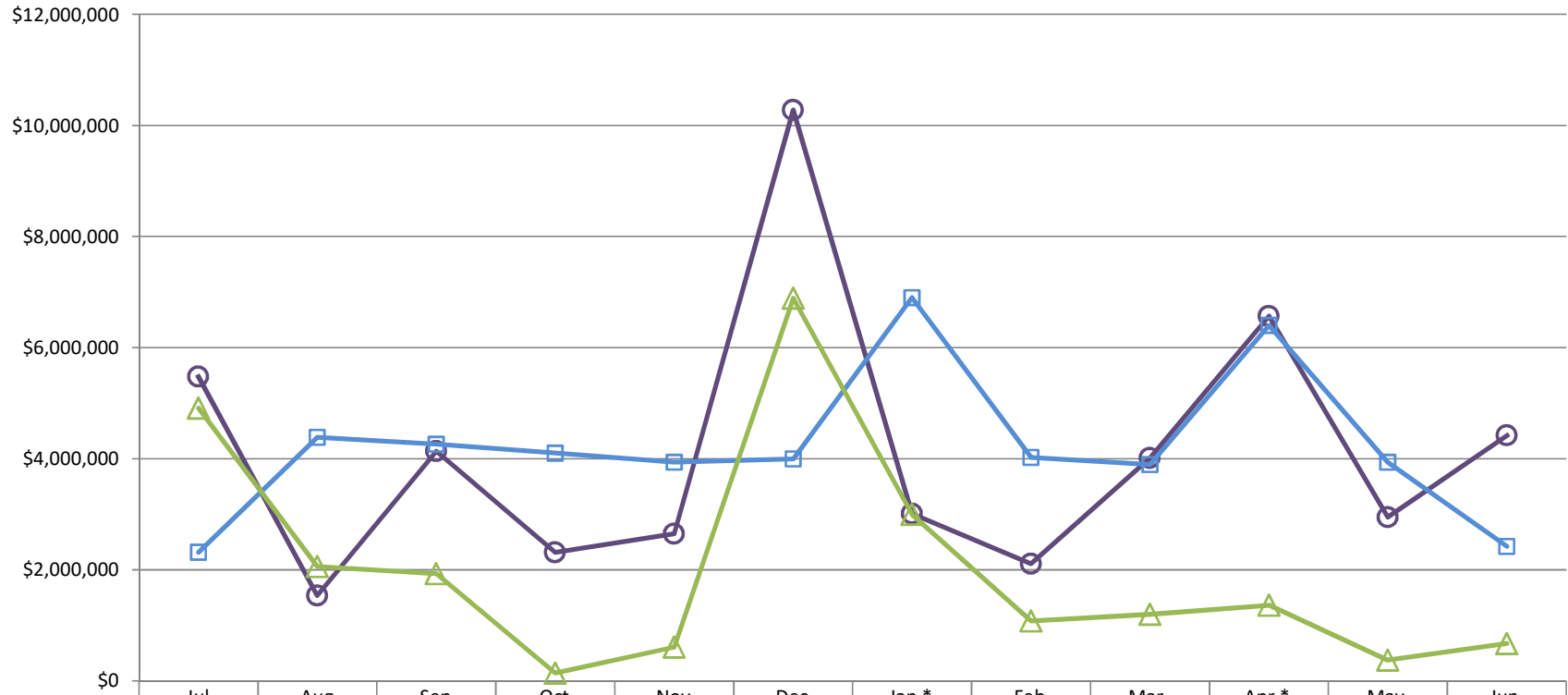
Prepared by: Lisa Nilles, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2018-19 Budget															
Budget: First Interim Revision															
Actuals through January 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	\$1,080,446	\$1,196,443	\$1,364,803	\$375,805		
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	1,899,937	3,286,632	1,899,937	1,899,937	3,286,632	0	26,654,174
Property Taxes	8020-8079	102,691	250	0	24,175	432,303	6,213,141	174,074	42,022	101,485	3,910,952	134,009	381,631	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	0	26,112	0	0	824,181	0	1,032,509
Other State Revenue	8300-8599	0	0	229,727	1,565	0	286,979	656,633	-176,181	0	426,775	336,267	494,358	31,728	2,287,850
Other Local Revenue	8600-8799	92,886	269,818	236,512	469,226	353,785	292,979	257,993	133,140	597,456	329,739	576,274	803,916	163,572	4,577,297
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	1,898,918	4,011,685	6,567,403	2,946,487	5,790,718	195,300	46,068,563
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	2,158,333	2,158,333	2,158,333	2,200,813	501,252	0	22,326,464
Classified Salaries	2000-2999	206,769	645,052	624,911	636,438	652,403	617,591	765,887	650,000	650,000	650,000	650,000	477,633	0	7,226,684
Employee Benefits	3000-3999	89,771	1,085,288	955,327	960,193	967,533	963,739	1,067,403	988,295	988,295	988,295	988,295	266,655	0	10,309,089
Books, Supplies	4000-4999	90,618	160,080	259,315	166,869	48,714	105,355	57,392	75,681	97,922	38,909	88,025	48,043	0	1,236,923
Services	5000-5999	68,310	394,233	627,849	429,912	354,127	403,659	445,522	316,689	181,277	610,495	162,254	335,870	0	4,330,197
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	25,885	13,100	8,137	25,885	348,981	0	515,867
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	4,214,884	4,088,927	4,454,168	4,115,272	2,028,434	0	46,321,125
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	10,382	256,130	209,445	-3,604	13,583	-5,985	-5,306	210,074	0	0	0	-1,373,888	0	(689,168)
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	190,861	193,239	182,625	179,787	-391,601	0	5,978
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	400,935	193,239	-1,944,875	179,787	-3,465,489	0	(733,190)
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	-1,915,030	115,997	168,360	-988,998	296,795	195,300	(985,752)
F. ENDING CASH (A+E)		4,910,226	2,058,920	1,928,833	141,324	607,413	6,888,777	2,995,477	1,080,446	1,196,443	1,364,803	375,805	672,600	195,300	(985,752)
G. ENDING CASH, PLUS ACCRUALS														867,900	

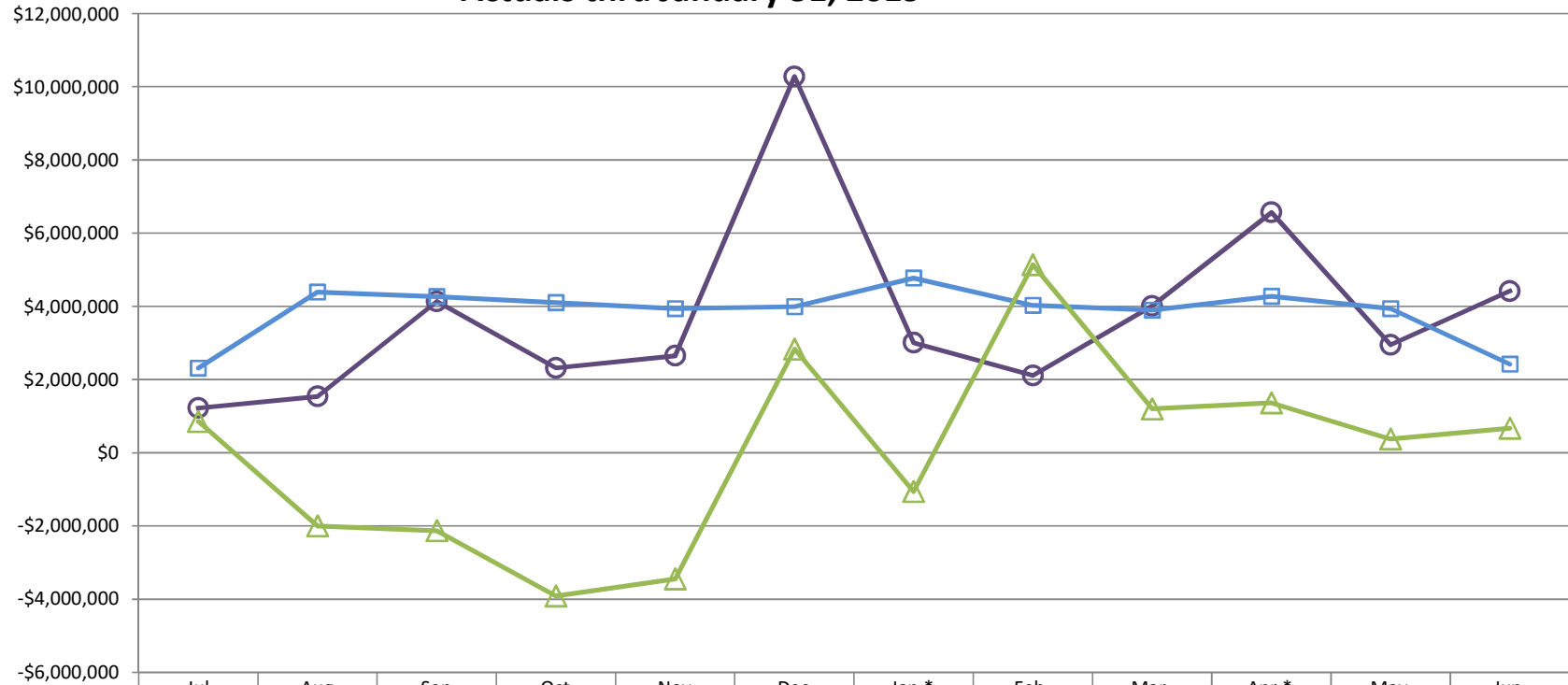
OPUSD - Cashflow Actuals thru January 31, 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	5,475,474	1,535,235	4,132,796	2,314,511	2,647,395	10,275,405	3,006,882	2,108,992	4,011,685	6,567,403	2,946,487	4,416,830
Expense + AP	2,313,899	4,386,541	4,262,884	4,102,020	3,936,305	3,994,042	6,900,183	4,024,023	3,895,688	6,399,043	3,935,485	2,420,035
Cash Balance	4,910,226	2,058,920	1,928,833	141,324	607,413	6,888,777	2,995,477	1,080,446	1,196,443	1,364,803	375,805	672,600

*** 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 January 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	2,108,992	4,011,685	6,567,403	2,946,487	4,416,830
Expense + AP	2,313,899	4,386,541	4,262,884	4,102,020	3,936,305	3,994,042	4,772,683	4,024,023	3,895,688	4,271,543	3,935,485	2,420,035
Cash Balance	855,226	-1,996,080	-2,126,167	-3,913,676	-3,447,587	2,833,777	-1,059,523	5,135,446	1,196,443	1,364,803	375,805	672,600

*** 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: FEBRUARY 19, 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 January 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
thru January 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	250,734	-	250,734	173,160	77,574	155,160	18,000	In Planning	IN PROGRESS
Measure S District Program Management Salaries	802,914	-	802,914	592,728	210,186	561,976	30,752	In Planning	N PROGRESS
17-58S General Planning & Services	90,821	29,400	120,221	120,221	-	90,821	29,400	In Design	HED General Planning
Measure S General CM Services	462,811	-	462,811	220,732	242,079	220,732	-	In Planning	IN PROGRESS
	1,607,280	29,400	1,636,680	1,106,841	529,839	1,028,689	78,152		
Brookside Elementary School									
17-32S Security Fencing	87,750	(41,450)	46,300	58,490	(12,190)	58,490	-	In Planning	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	280,722	1,029,579	144,081	885,498	97,222	46,859	In Design	IN PROGRESS
18-08S Emergency Water Line Repairs	15,000	-	15,000	8,597	6,403	-	8,597	Complete	NOC APPROVED 01/05/18
18-11S HVAC System Upgrade, BLDG 200 & 300	6,800	-	6,800	6,800	-	3,400	3,400	In Planning	IN PROGRESS
18-18S Classroom Replacement(4) Phase 1	4,034,802	-	4,034,802	341,963	3,692,839	247,919	94,044	In Design	IN PROGRESS
	4,903,209	239,272	5,142,481	569,931	4,572,550	417,031	152,900		
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	7,088,196	4,705	7,086,205	1,991	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	14,206	463	In Close-Out	CLOSEOUT
18-26S Collaborative Furniture	200,000	-	200,000	184,542	15,458	184,542	-	Out to Bid	IN PROGRESS
18-38S Extended Care Facility Furniture & Equipmen	100,000	-	100,000	7,819	92,181	7,819	-	Out to Bid	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	270,374	-	23,106	247,269	In Construction	IN PROGRESS
	7,958,192	99,375	8,057,567	7,968,783	88,784	7,719,060	249,723		
Measure S Management									
Measure S- PM/CM Software, Equipment & Supplies	251,000	-	251,000	170,680	80,320	167,808	2,872	In Planning	IN PROGRESS
	251,000	-	251,000	170,680	80,320	167,808	2,872		
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	1,558,443	(52,049)	1,476,635	81,808	Close-Out	NOC APPROVED 01/23/19
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	406,709	4,579,012	296,996	109,713	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	30,153	(1,803)	30,152	1	In Construction	OMEGA CONST AWARDED 10/16/1
18-40S Safety/Security Gates	94,196	-	94,196	89,827	4,369	44,629	45,198	In Construction	FENCE FACTORY AWARDED 10/16
18-45S ORCA Food Waste Recycling Pilot Program	68,000	521	68,521	61,844	6,677	61,844	-	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	9,618	-	9,618	-	9,618	-	-	In Construction	TAFT ELECT AWARDED 9/17/18
	7,290,349	44,214	7,334,563	2,787,603	4,546,961	2,550,883	236,719		
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	329,666	2,686,271	51,267	278,399	In Design	IN PROGRESS
	3,224,126	(4,507)	3,219,618	527,163	2,692,455	248,764	278,399		
Oak Park High School									



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

Budget vs. Commitments and Expenditures
thru January 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		
17-34S Security Lighting at Cul De Sac	375,000	(93,728)	281,272	283,134	(1,862)	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (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	-	20,650	23,450	(2,800)	23,500	(50)	Complete	NOC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	122,083	122,083	-	92,167	29,916	Complete	NOC APPROVED 12/11/18
Red Oak Elementary School	1,165,822	(214,102)	951,720	881,701	70,020	851,835	29,866		
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	393,760	4,932,690	181,053	212,706	In Design	IN PROGRESS
TECH	5,341,850	(1,540)	5,340,310	407,620	4,932,690	194,913	212,706		
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	95,911	44,868	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,371	5,129	26,371	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	-	30,000	-	30,000	-	-	In Progress	IN PROGRESS
18-43S DW Virtual Reality Pilot Program	6,000	-	6,000	-	6,000	-	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	325,000	301,669	23,331	301,669	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	10,000	-	10,000	-	-	In Progress	IN PROGRESS
Totals	32,974,351	193,644	33,167,995	15,394,411	17,773,584	14,108,206	1,286,205		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 19, 2019
SUBJECT: VII.4. MONTHLY GENERAL FUND BUDGET REPORT INFORMATION

ISSUE: Shall the Board receive and review a status report on District's General Fund operating budget through January 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 the following monthly budget report 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 January 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	26,654,174.00	14,381,099.00	12,273,075.00	53.95%
8020-8079	Property Taxes	11,188,508.00	11,516,733.00	6,946,633.88	4,570,099.12	60.32%
	Total LCFF Revenue Sources	37,998,051.00	38,170,907.00	21,327,732.88	16,843,174.12	55.87%
Federal Revenues						
8100-8299	Federal Revenues	1,052,906.00	1,032,509.00	182,216.00	850,293.00	17.65%
Other State Revenues						
8300-8599	Other State Revenues	2,728,009.00	2,183,226.00	1,174,904.03	1,008,321.97	53.82%
Other Local Revenue						
8600-8799	Other Local Revenues	4,117,164.00	4,573,145.00	1,973,198.29	2,599,946.71	43.15%
	Total Year To Date Revenues	45,896,130.00	45,959,787.00	24,658,051.20	21,301,735.80	53.65%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Revenue	Balance	% Rec'd
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	17,570,298.00	17,341,521.00	.00	10,638,835.01	6,702,685.99	61.35%
1160	Certificated Salaries Stipends	287,972.00	377,476.00	.00	171,714.27	205,761.73	45.49%
1200	Certificated Pupil Support Salaries	1,611,807.00	1,718,916.00	.00	1,040,049.37	678,866.63	60.51%
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	2,197,835.00	.00	1,298,801.74	899,033.26	59.09%
	Total Certificated Salaries	21,651,766.00	21,637,248.00	.00	13,149,400.39	8,487,847.61	60.77%
Classified Salaries							
2100	Classified Instructional Salaries	2,341,043.00	2,587,464.00	.00	1,495,296.35	1,092,167.65	57.79%
2200	Classified Support Salaries	1,599,777.00	1,592,121.00	.00	1,040,828.65	551,292.35	65.37%
2300	Classified Supervisors' & Administrators' Salaries	416,329.00	387,645.00	.00	211,994.43	175,650.57	54.69%
2400	Clerical, Technical, & Office Staff Salaries	1,907,063.00	1,888,641.00	.00	1,031,842.05	856,798.95	54.63%
2900	Other Classified Salaries	533,316.00	607,562.00	.00	369,089.68	238,472.32	60.75%
	Total Classified Salaries	6,797,528.00	7,063,433.00	.00	4,149,051.16	2,914,381.84	58.74%
Employee Benefits							
3100	State Teachers' Retirement System	3,430,629.00	3,445,992.00	.00	2,118,342.96	1,327,649.04	61.47%
3200	Public Employees' Retirement System	911,888.00	879,276.00	.00	528,255.44	351,020.56	60.08%
3400	Health & Welfare Benefits	4,598,344.00	4,493,530.00	.00	2,681,422.20	1,812,107.80	59.67%
3300-3900	All Other Statutory Costs	1,304,411.00	1,321,864.00	.00	761,233.68	560,630.32	57.59%
	Total Employee Benefits	10,245,272.00	10,140,662.00	.00	6,089,254.28	4,051,407.72	60.05%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	354,249.00	402,526.00	93,268.08	281,367.18	27,890.74	69.90%
4200	Other Books and Reference Material	27,484.00	24,178.00	4,498.63	19,490.22	189.15	80.61%
4300	Materials & Supplies	823,200.00	693,105.00	210,785.77	529,461.70	47,142.47-	76.39%
4400	Noncapitalized Equipment	98,987.00	117,114.00	578.50	58,024.87	58,510.63	49.55%
	Total Books and Supplies	1,303,920.00	1,236,923.00	309,130.98	888,343.97	39,448.05	71.82%
Services and Other Operating Expenditures							
5200	Travel and Conference	180,305.00	145,310.00	29,016.70	128,417.01	12,123.71-	88.37%
5300	Dues and Memberships	34,356.00	38,837.00	2,485.05	38,086.36	1,734.41-	98.07%
5400	Insurance	225,000.00	225,000.00	.00	266,842.00	41,842.00-	118.60%

5500	Operations & Housekeeping Services	653,741.00	653,741.00	195,726.26	426,901.71	31,113.03	65.30%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	383,934.00	360,554.00	104,589.05	281,079.30	25,114.35-	77.96%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	2,268,105.00	2,343,697.00	767,302.43	1,450,025.31	126,369.26	61.87%
5899	Legal Fees	157,546.00	142,506.00	82,450.75	71,222.97	11,167.72-	49.98%
5900	Telephone and Communications	133,322.00	136,328.00	42,069.80	61,036.50	33,221.70	44.77%
	Total Services and Other Operating Expenditures	4,036,309.00	4,045,973.00	1,223,640.04	2,723,611.16	98,721.80	67.32%
Capital Outlay							
6200	Capital Outlay	.00	135,782.00	.00	135,782.00	.00	100.00%
Tuition							
7100	Tuition	443,203.00	443,203.00	95,448.00	50,916.51	296,838.49	11.49%
Debt Service							
7438	Debt Service - Interest	18,373.00	18,373.00	8,020.11	6,623.58	3,729.31	36.05%
7439	Debt Service - Principal	54,291.00	54,291.00	21,015.53	36,338.95	3,063.48-	66.93%
	Total Debt Service	72,664.00	72,664.00	29,035.64	42,962.53	665.83	59.12%
	Total Year To Date Expenditures	44,550,662.00	44,775,888.00	1,657,254.66	27,229,322.00	15,889,311.34	60.81%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Revenue	Balance	% Rec'd
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	% Rec'd
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	45,896,130.00	45,959,787.00		24,658,051.20	21,301,735.80	53.65%
	B. Expenditures	44,550,662.00	44,775,888.00	1,657,254.66	27,229,322.00	15,889,311.34	60.81%
	C. Subtotal (Revenues LESS Expense)	1,345,468.00	1,183,899.00		2,571,270.80-	5,412,424.46	
	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	943,781.00		2,761,388.80-	5,362,424.46	
	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	1,906,308.00		1,798,863.86-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	1,806,534.00	1,906,308.00				
	Other				1,657,254.66		

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIN VRANESH, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: FEBRUARY 19, 2019
SUBJECT: X.1. MONTHLY BOARD REPORT

INFORMATION

KINDNESS CONTINUES AT BROOKSIDE

Teachers and staff have been encouraged to ‘focus on the good’. Part of doing this means taking the time and making the effort to send home positive emails, calls, notes, and messages to parents and families regarding their child’s progress. Many teachers and staff have shared the feedback that they have received from parents and it has been extremely positive and much appreciated. We strive to continue modeling exemplary bucket filling!



SPELLING BEE

In January, we held our annual spelling bee. One student from each classroom in grades 3-5 participated as a class representative. All of the students showed amazing poise and courage during the spelling bee. At the end of the bee we congratulated Ian Scherzay as our winner and Sophie Vaughan as our runner up. We are proud of our Super Spellers!



ART ON CAMPUS

Brookside has begun looking into how we can increase artwork around our campus. Staff, Site Council, Leadership and Student Council have all been asked for their ideas on how to accomplish this goal. One of our Literacy Aides and our Librarian have taken on the task of doing photography out and around our campus in order to showcase and highlight our student success in many areas across our campus. We are

also looking into purchasing outdoor, weather-safe bulletin boards and display cases where we can have student artwork be displayed from different grade levels throughout the year. We are anxious to share these incredible ideas with everyone as soon as we have it displayed! Please stay tuned!

RESTAURANT NIGHT

On January 23rd, Brookside PTA organized a Family Restaurant Night at Sharky's. Many members of Team Brookside came out to smash avocados and make homemade guacamole! The event was enjoyed by many Tiger families who came out to support our school! Way to go, Tigers and Team Brookside!



B.E.S.T. SHIRTS

A Brookside Fifth Grade student designed this year's fifth grade t-shirt. They are the BEST shirts, B-Brookside, E-Elementary, S-School, T-Tigers. Fifth graders and their teachers have enjoyed sporting these fun shirts around campus.



READER'S WORKSHOP WORK

We continued our Professional Development work in grades K-2 when Shana, our staff developer from Teachers College, visited. Teachers experienced hands on training and coaching opportunities during her visit. Teachers gained more knowledge in the areas of small group work, read alouds, mini lessons and conferencing. Following Shana's visit our site coaches have collaborated and are working together to create an action plan to kick off the 2019 semester. This plan includes school-wide collaboration, teamwork, providing feedback and tapping into our 'performance zones'. We have started round one of this plan and had our onsite coaches push into classrooms to complete a mini lesson or conferencing session. Teachers provided feedback and reflections following the lessons and then collaborated with their grade levels at our staff meeting the following day. Teachers shared ah-ha's and take aways with one

another. Our next step is to have our coaches go into classrooms to observe the teachers doing the same thing that they did in round one. We are looking forward to continuing our learning and growing together in the month of February!



Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL
DATE: FEBRUARY 19, 2019
SUBJECT: X.2. MONTHLY BOARD REPORT

INFORMATION

Spelling Bee

Our fourth and fifth grade scholars participated in our annual spelling bee on January 10th. Leading up to the event, each classroom held a friendly competition to identify their top three spellers. These 18 finalists demonstrated their spelling skill on the MPR stage in front of a packed audience. This year's competition went many rounds, plus a bonus round before a winner could be determined. Our congratulations go to:

First Place - Rithik Kompelli

Second Place - Anushka Kanan

Three-way tie for third - Maxim Fedorchak, Varnika Bhat, Nikki Ranjit

For the second year in a row, Rithik will move on to compete in the regional spelling bee and we know that he will represent our school well.

Student Council Elections

The Oak Hills Spring Student Council is off and running, under the careful guidance of Mrs. Novak. Council members were selected from each class after delivering a speech to their classmates about why they want to serve our school in this capacity. The Student Council selected individual students to serve as officers. I am pleased to announce the student leaders who will serve in the following positions:

President: Talya Modaberpour

Vice-President: Addie Kling

Secretary: Isabella Gonzalez

Treasurer: Anushka Kannan

Publicists: Vladimir Kostadinov, Ava Godinez, Isabella McDonald, Ari Wender, Hannah Modaberpour

With all the involved students working together as a team, I am confident that this will be successful year for Student Council. I am excited to see what this talented group will be able to accomplish.

Book Fair

The Oak Hills Book Fair took place from January 28th February 1st. This was a fun series of daytime and evening events focused on reading. The family night was extremely well attended this year and students enjoyed a variety of games and activities and gathering to hear books read local author Drew Daywalt. This was a great way to celebrate reading and get a lot more books in the homes of our students.

Distinguished School Showcase and Me-Seum

The Ventura County Office of Education invited Oak Hills and District Representatives to present at this annual conference. The event is designed to allow other school leaders to learn what sets us apart and how they can use our ideas and to inform their own educational programs to promote student achievement and wellness. The Oak Hills team will present on how the implementation of Readers Workshop together with Multi-Tiered System of Support, specifically in Literacy, creates reading success for all students.

Lunar New Year Celebration

Our students and staff were treated to a lunar new year celebration the week. On Tuesday, February 5th the students will had a chance to make a lantern craft, try Asian cuisine and learn more about the traditions of this annual celebration. There will also be a Lion Dancer performance on the blacktop Friday, February 8th.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: STACY LAFRENZ, PRINCIPAL, RED OAK ELEMENTARY SCHOOL
DATE: FEBRUARY 19, 2019
SUBJECT: X.3. MONTHLY BOARD REPORT

INFORMATION

Book Fair Success!

Our Librarian, Joann Fritzen, has done it again! Another successful book fair took place in the Red Oak Library this year with a “Dino-Mite” theme. Besides being open during school hours, a Thursday night and Saturday event were held with a wonderful turnout. Forty-nine volunteers, some current and past ROES parents and students, and teachers assisted in making it all possible. Because of the successful book fair proceeds of over \$14,300 in gross sales, Mrs. Fritzen will be able to purchase new books, replace old copies of books, and renew magazine subscriptions to keep our library current and engaging. Red Oak will be able to keep over \$3,500 to be spent directly on library supplies.

Facilities Update

Lots of rain meant a lot of leaks at Red Oak, but Brendan and his team are taking good care of us. The roof over our C Building classrooms and main office have had some defective areas addressed and our MPR will soon be fixed and put back together.

Seeing our drainage issues firsthand with these storms will mean expert planning to be proposed for our new playground and blacktop areas. The timing couldn’t be more perfect for an update to our grounds. Again, thank you to our facilities department for attending to us and working so hard to keep our school clean, maintained, and open for learning!

25th Anniversary Celebration

On February 22, we will be celebrating Red Oak’s 25th anniversary with a special banner presentation along with a special photo taken later in the day to capture the moment thanks to Dr. Knight’s drone. All are welcome to attend our 25th Anniversary Banner Celebration at 8:15 a.m. on our blacktop.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: FEBRUARY 19, 2019
SUBJECT: X.4. MONTHLY SCHOOL REPORT

INFORMATION

MCMS Jazz Band Visits OPUSD Elementary Schools February 4: The elementary students get a taste of the MCSM music program.

Lunar New Year February 5th: Spirit activities this week in celebration of the Lunar New Year, the Year of the Boar.

MCMS V. Lindero February 6th @ 3:00: Our 8th graders meet again at Medea for a great basketball game!

7th Grade Math Intervention February 11-March 28: The second session of math intervention after school begins. This is the opportunity for students to get additional help with skills, concepts and homework. Ms. Ulloa facilitates.

MCMS Tour February 12 at 9:00 a.m.

MCMS/OPHS Choir Exchange February 12: The middle schoolers visit the OPHS choir class to learn and collaborate.

District of Choice Enrollment in MCMS February 12 from 5:00-7:00 p.m. in the Staff Lounge and February 13 10:30-12:00

WEB Training February 13-15: Selected teachers and counselors will return for a 3 day training to help grow and facilitate the wonderful WEB program at MCMS.

9th grade Orientation at MCMS February 22 MCMS Library: OPHS Counselor Janet Svoboda speaks to 8th graders about the 9th grade year to come.

Future Panther Night February 27 at 6:00 MCMS Gym: Incoming 5th grade families are introduced to Medea and the 6th grade experience.

Congratulations to :

- **The MCMS Science Olympiad Team 2019:** The MCMS Team, coached by science teacher Tara Lamb, competed in the 2019 Science Olympiad competition (regional level) in Lancaster, CA on 1/26/19. Out of 26 schools, MCMS placed in 11 different events, earning students who came in between 1st-6th place medals. **MCMS placed so many times that we earned 5th place**

overall at regionals which made MCMS eligible for competition at the state level on April 6th, 2019 at Caltech.

- **MCMS Geobee Winner:** Naren Krishnan, 8th grade, won the school-level Geography Bee competition on Jan. 16 after over an hour of intense rounds. Naren submitted his online qualifying test and we wait to see his results between now and March 4, 2019. If his score qualifies, he will complete in the next levels of competition. Thanks to Jessica Fadgen for arranging this year's competition.
- **MCMS Spelling Bee Winner:** Allie Wang won this year's Bee and will go on to the next round. Thanks to teacher Alison Stein for arranging this annual event.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: FEBRUARY 19, 2019
SUBJECT: X.5. MONTHLY BOARD REPORT

INFORMATION

FUTURE FRESHMEN COURSE ADVISEMENT - FEBRUARY 20

All incoming freshmen and parents meet with us at a separate advisement meeting on Wednesday, February 20. This meeting will provide more detail and orientation information for students new to Oak Park High School. Our 9th grade counselor will meet with all grade 8 students at Medea beginning in March.

COURSE ADVISEMENT – February 21

The 2019-20 Course Advisement process begins in late February with OPHS Counselors conducting grade level presentations to all returning students to discuss course selection procedures for the upcoming school year. On February 21st, parents and students meet with teachers, counselors and administrators to help plan course selection for the 2019-20 school year. Materials will be distributed to all returning students prior to the meeting so that parents and students can review options for classes next year.



THE MUSIC MAN

Directed by Allan Hunt this musical will feature live instrumental music provided by OPHS student musicians. Choral Director Heidi Cissell and Musical Director Zachary Borquez are collaborating with Allan to recreate the famous music and songs and Russ Peters is coordinating the crew. Ticket sales are ongoing and we are hoping for four sold out shows.

FUTURE BUSINESS LEADERS OF AMERICA

The OPHS FBLA teams will compete against a large field of schools in the FBLA Gold Coast Section Conference in South Pasadena on February 9 in preparation for the upcoming competition. Led by Advisor Mr. Michael Winkler our team last year came in third overall out of twenty schools. OPHS students hope to make many trips to the stage at the Awards event and expect that some of our students will be invited to the CA State competition



FEBRUARY ACTIVITIES

February is a busy month with lots of ASB activities such as the Red Cross Blood Drive, Fine Arts Assemblies, and the Vice Dance. Counseling activities include Future Freshmen night, grade level assemblies, and course advisement. We also have our Spring Sports Clearance.

The Fall Rally was rescheduled because of the Woolsey Fire and was held on January 25th. Among the performances and games, the students also paid tribute to First Responders by inviting the crew of VCFD station 36 on Deerhill to the rally where the students showed their appreciation and presented the firefighters with a pack of OPHS Spirit gear. The winter rally and dance is scheduled for Friday, February 22th. Student interest is high and we are expecting a good crowd in the pavilion.

ADVANCED PLACEMENT EXAM SIGN UPS & INFO SESSIONS

AP exam sign ups begin on Feb 1st in the student store and online in preparation for the AP Exams in May. In preparation for course advisement and selection for the next school year, AP teachers are holding information sessions on the rigor and requirements for AP courses. The sessions are going on during this month during lunch and seventh period in multiple locations throughout campus



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: FEBRUARY 19, 2019
SUBJECT: X.6. MONTHLY BOARD REPORT

INFORMATION



OAK PARK INDEPENDENT SCHOOL



WASC

The OPIS 2019 WASC report has been completed and submitted to the WASC commission along with the OPIS WASC visiting committee chair and members. We really appreciate all of the hard work that the entire OPIS community put into this report and especially to Christine Brown for working so diligently with all stakeholders to compile data and create such a complete document for our school. The visiting team will arrive on Sunday, March 3rd. On that day we will meet with the team and discuss the school and the WASC process. Monday, March 4th – Wed., March 6th the team will be at OPIS meeting with stakeholders. On Wednesday afternoon, the team will present out their findings to the school community. We look forward to this visit and are excited to share our wonderful school.

NCAA

The OPIS staff has been looking into the prospect of re-applying for NCAA certification. OPIS lost the NCAA certification in 2013. From that point forth, the school has been evaluating the program and making very positive progress in many areas. At this point, the OPIS staff feels that the time is right for the school to re-apply. Staff members have been working with NCAA and preparing what we feel we need to prepare to apply. Some minor changes are needed in the program and we have worked out how to address them. If all goes well, we should be prepared to re-apply within the next month or two. We will keep you all apprised as to our progress.

Field Trips

On Monday, February 11, the Science Behind Sub Zero Ice Cream Field Trip will take place at OPIS! A scientist from Sub Zero Ice Cream will come to OPIS and explain the chemical properties of the atmosphere and demonstrate how liquids can be transformed into ice cream using liquid nitrogen. At the end of the demonstration, each student will get their own sub-zero ice cream to enjoy!

On Monday, March 11, at the Thousand Oaks Civic Arts Center, OPIS students will have a great opportunity to watch an amazing performance of Beauty and the Beast.

Both field trip should be a blast and we are hoping for great turn-outs!



OAK VIEW HIGH SCHOOL



Natural History Museum Field Trip

On Thursday, January 24th Oak View staff and students traveled to the Natural Science Museum. The museum provided a class for our students titled “Urban Carnivores”. Students learned all about the variety of wild carnivorous animals that live alongside us in California and in the United States. The Oak View teaching staff used the lessons from the museum to tie into the curriculum that the students are currently studying at school. Along with the “Urban Carnivores” class, the students were also given an opportunity to explore other parts of the museum and learn about a wealth of topics that the museum has to offer. Over all, it was a fantastic day!

Yosemite

The Yosemite field trip is getting closer and the students are getting excited. The Nature Bridge group that organizes the trip has been working with Oak View to make sure that we are all prepared for the 5 day, 4 night learning opportunity. We will leave by bus on Monday morning, April 1st and return on the afternoon of April 5th. This trip will present a wonderful opportunity for Oak View students to learn about the Yosemite Valley and its importance to our state's eco-system. The program will consist of full day nature-based lessons and excursions and will tie nicely into the nature-based curriculum that our school has been working hard to emphasize at Oak View this year.

Girl's Empowerment and Boys Group

Oak View has implemented two new counseling programs this semester. Tobi Jo Greene and Mr. Rogers have coordinated again this year to present group counseling that is specific to the needs that our students feel are important. We offer a "Girls Empowerment" group that is tailored to the teen issues that girls face in today's society and a "Boys Group" that discusses the issues that boys experience in today's world. Both groups meet weekly and both groups are off to a great start!

Step-up awards

On Friday, February 1st, the Oak View staff presented "attendance awards" and "step-up" awards to selected students. During an all school assembly, students who had perfect attendance were presented with an award certificate and their choice of prize. The step-up awards, which are the most coveted, were then presented to students who have stood out to school staff as having risen above, greatly improved, and exemplified what it means to be an Oak View Leader. These awards mean a lot to the students and sometimes are the first award that they have ever received from school. This is the type of activity that makes Oak View special!

Respectfully Submitted,

Anthony W. Knight Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL
DATE: FEBRUARY 19, 2019
SUBJECT: X.7. MONTHLY BOARD REPORT

INFORMATION

As a result of the firefighters' visit in January, the interest in Peyton's grandfather's crossing guard job, and the abundance of police officer parents, the children have begun telling stories about community helpers. The teachers have started asking questions about who community helpers are and what they do. Luckily, for those attending OPNS, we have many different types of community helpers: There are the typical helpers, police, firefighters, crossing guards, and the not so typical, chefs, bakers, clerks, and princesses. We are planning a field trip to Pavilion's where we will see clerks, chefs, and bakers. We have some police officers coming to visit us at school. However, we are gathering more information about how the princesses help the community and where we might go to meet a princess. Perhaps we will find a princess to visit. As the children are exploring and learning more about community helpers, they are dictating stories to their teachers and acting them out during their morning meetings. The teachers are working on compiling the stories to help the children write a play to perform for their parents. The theater night is planned for 6:00 pm, April 11, 2019 in the Oak Hills Multipurpose Room.

We have also been enjoying this rainy weather! Although we have not been outside during the downpour, we have relished the worm, puddles and mud left behind! It's good to have extra clothes and boots for changing.

Finally, the Parent Advisory Board is offering a new enrichment class this winter: Karate. Ryan Potter, owner of All Star Martial Arts, comes to the school to teach the basics and the children seem to really love the class. They especially like the "board" that breaks when they kick it and the shouts that must accompany any kick or punch.



Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent