

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #978

DATE: June 18, 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, August 20, 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 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.

Oak Park unified School District Website Home Page: <http://www.opusd.org/>

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #978
June 18, 2019**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. SUPERINTENDENT EVALUATION

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

C. PUBLIC EMPLOYEE EMPLOYMENT: Student Interns, Instructional Assistants I Reading, Walk on Coaches, Accounting Assistant I, Elementary Teacher, Middle School Teacher

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 Sam Dudley, Big Sunday Chair
2. Presentation of Partners in Education Award to Brianna Adams, OHES PTA President
3. Remarks from Board Members
4. Remarks from Superintendent
5. Report from Oak Park Education Foundation
6. Report from Oak Park Municipal Advisory Council
7. Presentation on Oak Park Unified School District's Extended Care Program by the Director, Sara Ahl

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

a. Approve Minutes of Regular Board Meeting May 14, 2019 and Special Board Meeting June 4, 2019

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. Public Employee/Employment Changes 01CL24182-01CL24267 & 01CE09512-01CE09551

Board approval required for public employee employment and changes

c. Approve Purchase Orders – May 1 – May 31, 2019

Board Policy 3300 requires Board approval of Purchase Orders

d. Ratify Overnight Trip for Oak Park High School Boys Basketball Team to Attend Summer Tournament at UC San Diego, CA – June 14-16, 2019

Board Policy 6153 requires Board approval for student overnight trips

e. Approve Overnight Trip for Oak Park High School Cross Country Team to Attend the Summer Conditioning at Mammoth Lakes, CA - July 21-26, 2019

Board Policy 6153 requires Board approval for student overnight trips

f. Approve Overnight Trip for Oak Park High School ASB to Attend Summer Retreat at Pacific Palisades, CA - August 3-4, 2019

Board Policy 6153 requires Board approval for student overnight trips

g. Approve Renewal Agreement with School Services of California for Fiscal Information Services

Board Policy 3312 requires Board approval for contracts for services

h. Approve Facility Use By Religious Organization

Board approval required for facility use agreements with religious organizations

i. Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books

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

j. Approve Disposal of Obsolete or Surplus Technology Equipment

Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment and property

k. Approve Designation of the 2019-20 District/School Representative to California Interscholastic Federation Leagues

Education Code 33353(a)(1) requires Board approval for designation of CIF representative

l. Approve Renewal Agreement with Interquest Detection Canines for Services at Oak Park High School, Oak View High School, and Medea Creek Middle School

Board approval required to approve service agreement contract

m. Approve Notice of Completion, Project 17-03R, Art Court Facility Improvements at Oak Park High School

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

n. Approve Notice of Completion, Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School

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

- o. [Approve Notice of Completion, Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- p. [Approve Resolution No. 19-14, Appropriation and Budgeted Transfers Fiscal Year 2019-20](#)
Resolution authorizes transfers of budget appropriations and budgeted transfer of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another
- q. [Approve Resolution No. 19-15, Temporary Loans Between District Funds for Fiscal Year 2019-20](#)
Resolution authorizes temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenue
- r. [Approve Resolution No. 19-16, Year End Budget and Interfund Transfers for Fiscal Year 2018-19](#)
Resolution authorizes Director of Accounting to make any and all necessary budget transfers as required permitting the payment of obligations incurred by the District for the fiscal year ending June 30, 2019
- s. [Approve Resolution No. 19-17, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2019](#)
Ed Code 45032 requires Board approval of Resolution authorizing compensation for certain categories of employees after July 1, 2019
- t. [Approve Contract for Non-Public School and Residential Placement Services for Special Education Student #6-18/19](#)
Board Policy 3312 requires Board approval for contracts for services
- u. [Approve Contract for Non-Public Agency Services for Special Education Student #7-18/19](#)
Board Policy 3312 requires Board approval for contracts for services
- v. [Approve Renewal Agreement with Ventura County Office of Education For 2019-20 Escape Financial and Payroll/Personnel System Services](#)
Board Policy 3312 requires Board approval for contracts for services
- w. [Certify 2018-19 Annual Attendance Report](#)
Board Approval required of Annual Attendance Report
- x. [Approve Mass Communications Service Agreement with Parent Square Inc. for 2019-2020](#)
Board Policy 3312 requires Board approval for contracts for services

ACTION

2. BUSINESS SERVICES

- a. [Approve the 2019-20 Oak Park Unified School District Local Control and Accountability Plan](#)
Education Code 52062 requires annual Board approval of Local Control Accountability Plan
- b. [Approve the 2019-20 Oak Park Unified School District Annual Budget](#)
Education Codes 42103 and 42127 require annual approval of school district budget
- c. [Approve 2019-20 Employee Health Benefit Plans](#)
Board Policy 3312 requires Board approval for contracts for services
- d. [Approve Stipends for Oak Park High School Spring 2019 Post Season Athletics](#)
Board approval required for stipends which have not been previously approved for 2018-19

- e. [Authorize Measure S Project 19-09S, Modular Classrooms at Oak Hills Elementary School and Approve Related Architectural Services Agreement](#)
Board Policy 3312 requires Board approval for contracts for services
- f. [Authorize Measure S Project 19-10S, Collaborative Furniture Districtwide and Ratify Related Purchase Contracts](#)
Board Policy 3312 requires Board approval for contracts for services
- g. [Accept DSA Certification and Close of Project 17-03R, Art Court Facility Improvement at Oak Park High School](#)
Board is asked to accept DSA certification and project completion
- h. [Approve Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project #18-18S, Modular Classrooms at Brookside Elementary School](#)
Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4 services
- i. [Approve Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project #18-21S, Modular Classrooms at Medea Creek Middle School](#)
Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4
- j. [Authorize Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School and Delegate Authority to the Superintendent to Award Related Contracts](#)
Board approval required for Projects funded by Measure S Bond Fund
- k. [Authorize Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School and Delegate Authority to the Superintendent to Award Related Contracts](#)
Board approval required for Projects funded by Measure S Bond Fund
- l. [Authorize Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School, and Delegate Authority to the Superintendent to Award Related Contracts](#)
Board approval required for Projects funded by Proposition 39 Funds
- m. [Authorize Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School, and Delegate Authority to the Superintendent to Award Related Contracts](#)
Board approval required for Projects funded by Measure S Bond Fund

3. CURRICULUM

- a. [Approve Medea Creek Middle School 6-8 Grade Science/NGSS Curriculum Adoption](#)
Board approval required for 6-8 Grade Science Curriculum Adoption
- b. [Approve Medea Creek Middle School 6-8 Grade Social Studies Curriculum Adoption](#)
Board approval required for 6-8 Grade Social Studies Curriculum Adoption
- c. [Review and Discuss the Math Placement Protocols, Pathways, and Information Provided to Parents and Students about Math Placement in 6th through 12th Grade at Oak Park USD](#)
Board will review and discuss the Math Placement information requested at the April meeting
- d. [Approve Agreement with Ventura County Office of Education to Provide OPUSD with Support Staff Services in the Mathematics California State Standards](#)
Board Policy 3312 requires Board approval for contracts for services

- e. [Review Oak View High School's Annual Alternative School Report for 2019](#)
Per Education Code 58510 if a district operates an alternate school, the school needs to be annually evaluated and the Annual report should be shared with the Board

4. HUMAN RESOURCES

- a. [Redesignate the Position of Director of Sustainability, Maintenance and Operations as Director of Bond Programs, Sustainability, Maintenance and Operations and Approve the Revised Job Description and Associated Salary Schedule](#)
Board approval required for re-designation of administrative position

5. BOARD

- a. [Approve Oak Park Independent School's Revised 2019-2020 School Handbook/ Discipline Plan for Grades 6-12](#)
Board approval required for changes to school handbook/discipline plan
- b. [Approve Resolution No. 19-18 Advocacy of Support of Ventura County Public Schools](#)
Board is requested to approve resolution 19-18 to support advocacy for equity and access to high quality educational programs at Ventura County Schools
- c. [Approve Certification of Signatures for 2019-20 School Year](#)
Education Code 42632 and 42633 require annual Certification of Signatures
- d. [Approve California School Board Association Membership Dues\(\\$8,660\) and Education Alliance Membership Dues\(\\$2,165\)](#)
Board approval required for membership dues

6. BOARD POLICIES

- a. [Approve Amendment to Board Policy and Administrative Regulation - 1312.3 Uniform Complaint Procedures – First Reading](#)
Board Policy and regulation updated to reflect NEW LAWS authorizing the use of uniform complaint procedures (UCP) to resolve allegations of noncompliance with accommodations for pregnant and parenting students (AB 2289), the development and adoption of an LCFF budget overview for parents/guardians (AB 1808), the development of a school plan for student achievement (AB 716), and specified educational rights of migrant students and immigrant students enrolled in a newcomer program (AB 2121). Policy also updates section on "Non-UCP Complaints" to reflect NEW LAW (AB 1808) which provides that complaints alleging health and safety violations in license-exempt California State Preschool Programs are subject to Williams UCP. Regulation also updates section on "Notifications" to more closely reflect the California Department of Education's (CDE) Federal Program Monitoring instrument, deletes section on "District Responsibilities" which duplicates material in other sections, reorganizes section on "Report of Findings" for clarity, and revises section on "Corrective Actions" to delete item #9 which is not a remedy.
- b. [Approve Amendment to Administrative Regulation and Exhibit - 1312.4 Williams Uniform Complaint Procedures – First Reading](#)
Administrative Regulation and Exhibit E(1), and E(2) revised; updated to reflect NEW LAW (AB1808) which authorizes the use of Williams UCP to resolve allegations of health and safety violations in license-exempt California State Preschool Programs. Regulation also adds optional paragraph authorizing the use of Williams UCP for complaints alleging that a school that serves grades 6-12 and meets a 40 percent student poverty threshold fails to comply with the requirements to stock at least 50 percent of the school's restrooms with feminine hygiene

products and to not charge students for such products. Exhibit 1 revised to add the applicable complaint procedure for the types of complaints listed in the notice. Exhibit 2 expands the applicability of the complaint form to include complaints alleging the failure to provide feminine hygiene products. New Exhibits 3 and 4 provide a sample notice and complaint form for complaints regarding health and safety in license-exempt preschool programs pursuant to AB 1808.

c. Approve Amendment to Board Policy and Administrative Regulation - 3100 Budget – First Reading

Board Policy updated to reflect NEW LAW (AB 1808) which requires districts to annually develop, adopt, and post an LCFF budget overview for parents/guardians and to file the budget overview with the county superintendent of schools. Section on "Long-Term Financial Obligations" revised to reflect NEW LAW (SB 1413) which establishes the California Employers' Pension Prefunding Trust Program to allow districts to prefund required contributions to the California Public Employees' Retirement System. Regulation updated to emphasize that any recommendations by the budget advisory committee should be consistent with the district's vision, goals, priorities, LCAP, and other comprehensive plans and to clarify that a regional budget review committee convened by the county superintendent of schools requires approval of the Superintendent of Public Instruction as well as the district board.

d. Approve Amendment to Board Policy and Administrative Regulation - 3260 Fees and Other Charges – First Reading

Board Policy and regulation updated to add new section on "Collection of Debt," reflecting NEW LAW (AB 1974) which prohibits negative action against a student or former student for a debt owed to the school and requires districts to provide parents/guardians with an itemized invoice that references applicable district policies. Regulation also revised to more directly reflect the most recent CDE fiscal advisory regarding student fees.

e. Approve Amendment to Board Policy and Administrative Regulation - 3515.4 Recovery for Property Loss or Damage– First Reading

Board Policy updated to reflect the 2019 limits for parent/guardian liability for property loss or damage caused by a child's willful misconduct and for any reward paid for information leading to the identification of persons responsible for property damage. Policy also reflects NEW LAW (AB 1974) which prohibits the collection of debt owed by a current or former homeless or foster youth. Regulation updated to reflect the requirement to offer an option for a student to provide work in lieu of payment when the parents/guardians are unable to pay, and AB 1974 which allows the district, at its discretion, to offer any student, regardless of ability to pay, a nonmonetary means to settle debt. Regulation also adds a paragraph allowing the district to withhold a student's grades, diplomas, or transcripts until the damages have been recovered. Section on "Payment of Reward" deleted and key concepts moved to BP.

VII. INFORMATION ITEMS

- 1. Month 9 and 10 Enrollment and Attendance Report**
- 2. Monthly Measure S Status Report**

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 5-14-19 #976
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 6:05 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

Mr. and Mrs. Burt

STAFF PRESENT

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

FLAG SALUTE

Kevin Buchanan led the Pledge of Allegiance to the Flag.

ADOPTION OF AGENDA

Student Board Member, Gavin Cornick, cast a preferential vote to approve the adoption of the Agenda. On motion of Derek Ross, seconded by Derek Ross, the Board of Education adopted the agenda as presented except to table item VI.A.9 to the May meeting. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

PUBLIC SPEAKERS

Mr. and Mrs. Burt Public speakers on non-agenda item, expressed gratitude and appreciation for the education provided to his two children at OPUSD

PRESENTATIONS AND RECOGNITIONS

The Board recognized staff members Dick Billingsley, Pennie Brown, Serafin Cortes, Martin Klauss, Beck Koch, Cindy Lokitz, Enid Miller, Debbie Sands, and Joyce Thomas on the occasion of their retirement from OPUSD.

The Board took a short break for the retirement reception and reconvened at 7:16 pm.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen congratulated all the retirees and thanked them for their service to the District. Allen reported that he attended the BES Science Night

Board Member Derek Ross thanked Martin for his service to the District and reported the he attended the Safety and Security Meeting

Board Member Barbara Laifman thanked Martin for his service to the District. Barbara reported she attended the OPHS play, Big Sunday, and the Community Engagement Committee Meeting.

Denise Helfstein thanked Martin on being a kind teacher when she joined as a new Board member. Denise reported that she attended the MCMS PFA meeting, BES Science Night, Big Sunday, and the Measure S Committee Meeting.

Student Board Member Gavin Cornick reported that the ASB was busy with the upcoming events and that the PROM was going to be held at Sky Space LA. Gavin reported that students at OPHS were upset about the possibility of not having Powderpuff football game, Mr. Eagles, Water Assassins, Life Skills Retreat next year. Gavin thanked the Board for an amazing year as this was his last board meeting as a student board member.

Superintendent Tony Knight thanked Gavin and presented him with a student board member trophy.

Board Member Drew Hazelton had no remarks.

REPORT FROM SCHOOL SITE COUNCILS

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

REPORT FROM OAK PARK EDUCATION FOUNDATION

There was no representative from the Oak Park Education Foundation.

REPORT FROM OAK PARK ADVISORY COUNCIL

Jane Nye, the MAC liaison to OPUSD, reported that the Volunteers in Policing is expected to start soon as the County Board, the City Council and the Sheriff's department have approved it.

B.1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting April 23, 2019 and Special Board Meeting May 7, 2019](#)
- b. [Public Employee/Employment Changes 01CL24161-01CL24181 & 01CE09486-01CE09511](#)
- c. [Approve Purchase Orders - April 1 - April 30, 2019](#)
- d. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) Leadership Summit in Visalia, CA - June 21-22, 2019](#)
- e. [Approve Overnight Trip for Oak Park High School Cheer Students to Attend the Cheer Camp - July 21-24, 2019, Indian Wells, CA](#)
- f. [Approve Out of State Travel for Certificated Employees to Attend Columbia University's Teachers College Reading Institute, Teaching of Reading, NY - June 24-28, 2019](#)
- g. [Approve Out of State Travel for Certificated Employee to Attend \(Computer Science Teachers Association\(CSTA\) Annual Conference in Phoenix, AZ - July 7-10, 2019](#)
- h. [Accept 2018-2019 Second Period Attendance Report](#)
- i. [Approve Notice Of Completion for Project 19-02S, Area Drain Improvements at Oak Hills Elementary School](#)

- j. [Approve Out of State Trip for Oak Park High School Future Business Leaders of America \(FBLA\) Students for the National Competition to San Antonio, TX – June 29 to July 3, 2019](#)

B2. BUSINESS SERVICES

- a. [Accept Oak Park Citizens' Oversight Committee 2018 Annual Reports for Measures C6, R, and S](#)

Student Board Member, Gavin Cornick cast a preferential vote to approve. On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Oak Park Citizens' Oversight Committee 2018 Annual Reports for Measures C6, R, and S. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

- b. [Review and Discuss 2019-2020 Enrollment Projections](#)

The Board heard a report on the enrollment projections from Mr. Stew McGugan, Director of Student Support and School Safety. The Board held a discussion on the data presented.

- c. [Approve Re-Appointment of Oak Park Citizens' Oversight Committee Members and Authorize Recruitment Process of New Members for the 2019-21 Term](#)

Student Board Member, Gavin Cornick cast a preferential vote to approve. On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the Re-Appointment of Oak Park Citizens' Oversight Committee Members and authorized the Recruitment Process of New Members for the 2019-21 Term. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- d. [Ratify Award of Bid and Professional Services Agreements for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School](#)

Student Board Member, Gavin Cornick cast a preferential vote to approve. On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education ratified the Award of Bid and Professional Services Agreements for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

Student Board Member, Gavin Cornick, left the meeting at 7:57 pm.

- e. [Review of Draft 2019-20 Oak Park Unified School District Local Control and Accountability Plan](#)

Board heard a presentation on the LCAP

- f. [Board Review of Governor's 2019-20 Budget Proposal – May Revision](#)

The Board heard a review and held a discussion on the Governor's 2019-20 Budget Proposal.

B3. CURRICULUM

- a. [Approve Additional Textbook for Medea Creek Middle School's 7th Grade Humanities Curriculum](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Additional Textbook for Medea Creek Middle School's 7th Grade Humanities Curriculum. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B4. HUMAN RESOURCES

- a. [Approve Resolution #19-12 to Reestablish Particular Kinds of Service to Laid Off Certificated Employee](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Resolution #19-12 to Reestablish Particular Kinds of Service to Laid Off Certificated Employee. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

Absent – 0.

b. Approve Resolution #19-13 Regarding Reduction of Services of Certificated Employees in Particular Kinds of Service

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Resolution #19-13 Regarding Reduction of Services of Certificated Employees in Particular Kinds of Service. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B5. BOARD

a. Approve 2019-2020 School Handbooks/Discipline Plans

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the 2019-2020 School Handbooks/Discipline Plans subject to staff making changes requested by the Board. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

The Board held a discussion on the Goals and Moral Imperatives.

On motion of Barbara Laifman, seconded by Drew Hazelton there being no further business before this Board, the Regular meeting is declared adjourned at 9:40 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the special meeting to order at 5:03 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

STAFF PRESENT

Dr. Tony Knight, Superintendent and Mrs. Ragini Aggarwal, Executive Assistant.

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. SUPERINTENDENT EVALUATION

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

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the special meeting to order at 6:20 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

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

Russ Peters led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President, Denise Helfstein reported that in closed session the Board took no action.

ADOPTION OF AGENDA

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

PUBLIC COMMENTS

Parent Avani Gupta, addressed the Board on a non-agenda item and expressed her concerns related to the implementation of the Gender Diversity Curriculum.

A. OPEN COMMUNICATIONS/PRESENTATIONS

The Board recognized the following:

- Oak Park High School Athlete Sara Shulze for winning the CIF D3 championship in the 1600 and 3200 races
- Oak Park High School Boys' Volleyball Team for winning the 2019 Coastal Canyon League Championship and the CIF State Competition.
- Oak Park High School Boys' Golf Team for winning the 2019 Coastal Canyon League Championship and the CIF Southern Section Competition.
- Oak Park High School Rocket Team for winning best Outreach and Presentation awards at the National Team American Rocketry Challenge.

B. BUSINESS SESSION

ACTION

a. BUSINESS SERVICES

a. Public Hearing and Board Review: Proposed 2019-20 Oak Park Unified School District Local Control and Accountability Plan

Denise Helfstein opened the public hearing at 6:49 pm. No public comments. Public hearing closed at 6:49 pm. The board held a discussion on the LCAP.

b. Public Hearing and Board Review: Proposed 2019-20 Oak Park Unified School District Annual Budget

Denise Helfstein opened the public hearing at 6:58 pm. No public comments. Public hearing closed at 6:58 pm. The board held a discussion on the Proposed Budget.

c. Authorize Measure S Project 19-11S, Apple iPad Air Refresh and Award Related Equipment Purchase Contract

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education authorized Measure S Project 19-11S, Apple iPad Air Refresh and awarded Related Equipment Purchase Contract. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

d. Authorize Jointly-Funded Project 19-12F, Running Track at Oak Hills Elementary School and Award Related Construction Contract

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education authorized Jointly-Funded Project 19-12F, Running Track at Oak Hills Elementary School and awarded Related Construction Contract. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

e. Authorize Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak Elementary School and Award Related Construction Contract

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak

Elementary School and awarded Related Construction Contract. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

f. [Authorize Measure S Project 19-15S, Shade Sail Installation at Medea Creek Middle School and Award Related Construction Contract](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education authorized Measure S Project 19-15S, Shade Sail Installation at Medea Creek Middle School and awarded Related Construction Contract. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

g. [Authorize Measure S Project 19-17S, Emergency Generator at District Administration Office, and Ratify Professional Services Agreement for Engineering and Design Services](#)

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education authorized Measure S Project 19-17S, Emergency Generator at District Administration Office, and ratified Professional Services Agreement for Engineering and Design Services. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen. No – 0. Absent – Ross.

There being no further business before this Board, the Special Board meeting is declared adjourned at 8:38 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: JUNE 18, 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
CL24182	Lucia McHarry	Accounting Assistant I	5/13/2019	Fund 120	\$19.15	DO
CL24183	Jacob Hershko	Instructional Assistant I - Reading	8/6/2019	General	\$16.20	OHES
CL24184	Katie Lague	Instructional Assistant I - Reading (temp)	8/6/2019	General	\$20.37	OHES
CL24185	Forest Siewert	Student Intern	5/29/2019	General	\$12.00	DO
CL24186	William Wells	Student Intern	5/29/2019	General	\$12.00	DO
CL24187	John Eum	Walk-On-Coach - Not to Exceed \$3,500.00	5/6/2019	Coaches, Athletics	TBD	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24188	Ross Tabor	Girls Lacrosse JV Head Coach	2/9/2019	Coaches, Athletics	\$ 2,000.00	OPHS
CL24189	Robert Bjerkaas	Boys Lacrosse Varsity Assistant Coach	2/9/2019	ASB Donation	\$ 2,000.00	OPHS
CL24190	Kendall Bilbruck	Girls Beach Volleyball Varsity Head Coach	2/9/2019	Coaches, Athletics	\$ 1,000.00	OPHS
CL24191	Paris Dosch	Girls Beach Volleyball Assistant Varsity Coach	2/9/2019	ASB Donation	\$ 500.00	OPHS
CL24192	Paige Rasmussen	Girls Beach Volleyball Assistant Varsity Coach	2/9/2019	ASB Donation	\$ 500.00	OPHS
CL24193	Kelsey Jensen	Softball Assistant Varsity Coach	2/9/2019	ASB Donation	\$ 1,500.00	OPHS
CL24194	Mike Best	Softball Varsity Head Coach	2/9/2019	Coaches, Athletics	\$ 3,296.00	OPHS
CL24195	John Lopez	Stunt Varsity Head Coach	2/9/2019	Coaches, Athletics	\$ 3,000.00	OPHS
CL24196	Harold Hale	Softball JV Head Coach	2/9/2019	Coaches, Athletics	\$ 2,500.00	OPHS
CL24197	Richard Lee Kauffman	Softball Assistant Varsity Coach	2/9/2019	ASB Donation	\$ 2,296.00	OPHS
CL24198	Kathy McCormick	Stunt Assistant Coach	2/9/2019	ASB Donation	\$ 1,500.00	OPHS
CL24199	Jasmine Acevedo	Stunt Assistant Coach	2/9/2019	ASB Donation	\$ 1,000.00	OPHS
CL24200	Jeff Smith	Varsity Assistant Baseball Coach	2/9/2019	ASB Donation	\$ 2,000.00	OPHS
CL24201	Brodie Reyes	Varsity Assistant Baseball Coach	2/9/2019	ASB Donation	\$ 1,400.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO PAY STIPEND

CL24202	Tom Ginther	Varsity Assistant Baseball Coach	2/9/2019	ASB Donation	\$ 1,000.00	OPHS
CL24203	Joey Kinberg	Varsity Assistant Baseball Coach	2/9/2019	ASB Donation	\$ 1,400.00	OPHS
CL24204	Dennis Ritterbush	Varsity Assistant Baseball Coach	2/9/2019	ASB Donation	\$ 500.00	OPHS
CL24205	Jack Pryor	Varsity Assistant Baseball Coach	2/9/2019	ASB Donation	\$ 800.00	OPHS
CL24206	Larry O'Shea	Cross Country Assistant Coach Summer Conditioning	6/19/2019	ASB Summer Donation	\$ 500.00	OPHS
CL24207	Greg Parrone	Cross Country Assistant Coach Summer Conditioning	6/19/2019	ASB Summer Donation	\$ 1,800.00	OPHS
CL24208	Scott Shulze	Cross Country Assistant Coach Summer Conditioning	6/19/2019	ASB Summer Donation	\$ 500.00	OPHS
CL24209	Carin Chapin	Cross Country Assistant Coach Summer Conditioning	6/19/2019	ASB Summer Donation	\$ 1,000.00	OPHS
CL24210	Lewis Eric Varney	Boys Volleyball Coach Summer Conditioning	6/10/2019	ASB Summer Donation	\$ 2,500.00	OPHS
CL24211	Harold Hale	Boys Basketball Assistant Coach Summer Conditioning	6/10/2019	ASB Summer Donation	\$ 800.00	OPHS
CL24212	Chris McCarthy	Boys Basketball Assistant Coach Summer Conditioning	6/10/2019	ASB Summer Donation	\$ 2,000.00	OPHS
CL24213	AJ Moyer	Boys Basketball Assistant Coach Summer Conditioning	6/10/2019	ASB Summer Donation	\$ 1,500.00	OPHS
CL24214	Ryan Yeager	Boys Basketball Assistant Coach Summer Conditioning	6/10/2019	ASB Summer Donation	\$ 1,500.00	OPHS
CL24215	Mhiah Vickers	Girls Basketball Assistant Coach Summer Conditioning	6/10/2019	ASB Summer Donation	\$ 800.00	OPHS
CL24216	Omer Melzer-Bronstein	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 700.00	OPHS
CL24217	Nathaniel Mosley	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 1,000.00	OPHS
CL24218	Kyle Shorten	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 1,000.00	OPHS
CL24219	Michael Thompson	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 500.00	OPHS
CL24220	Esteban Zavala	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 1,500.00	OPHS
CL24221	John Eum	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 500.00	OPHS
CL24222	Marc Jacobs	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 1,000.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO PAY STIPEND

CL24223	Elijah Lott	Football Assistant Coach Summer Conditioning	5/28/2019	ASB Summer Donation	\$ 1,000.00	OPHS
CL24224	Carl Joyce	Boys/Girls Tennis Head Coach Summer Conditioning	6/17/2019	ASB Summer Donation	\$ 1,850.00	OPHS
CL24225	Kendall Bilbruck	Girls Volleyball Head Coach Summer Conditioning	6/17/2019	ASB Summer Donation	\$ 1,600.00	OPHS
CL24226	Lewis Eric Varney	Girls Volleyball Assistant Coach Summer Conditioning	6/17/2019	ASB Summer Donation	\$ 1,600.00	OPHS
CL24227	Paris Dosch	Girls Volleyball Assistant Coach Summer Conditioning	6/17/2019	ASB Summer Donation	\$ 1,600.00	OPHS
CL24228	Elizabeth Gentile	Dance Head Coach Summer Conditioning	6/17/2019	ASB Summer Donation	\$ 800.00	OPHS
CL24229	Kathy McCormick	Cheer Head Coach Summer Conditioning	6/17/2019	ASB Summer Donation	\$ 2,500.00	OPHS
CL24230	Jasmine Acevedo	Cheer Assistant Coach Summer Conditioning	6/17/2019	ASB Summer Donation	\$ 1,500.00	OPHS
CL24231	Erica Kim	Girls Soccer Assistant Coach Summer Conditioning	6/4/2019	ASB Summer Donation	\$ 750.00	OPHS
CL24232	Donn James	Girls Soccer Assistant Coach Summer Conditioning	6/4/2019	ASB Summer Donation	\$ 1,000.00	OPHS
CL24233	Mark Zeolla	Girls Soccer Assistant Coach Summer Conditioning	6/4/2019	ASB Summer Donation	\$ 900.00	OPHS
CL24234	Dave Naylor	Girls Soccer Assistant Coach Summer Conditioning	6/4/2019	ASB Summer Donation	\$ 1,666.67	OPHS
CL24235	Steve Brown	Girls Soccer Assistant Coach Summer Conditioning	6/4/2019	ASB Summer Donation	\$ 1,666.67	OPHS
CL24236	Gabriel Naudin	Girls Soccer Assistant Coach Summer Conditioning	6/4/2019	ASB Summer Donation	\$ 1,666.66	OPHS
CL24237	Doris Park	Girls Basketball Head Coach Summer Conditioning	6/3/2019	ASB Summer Donation	\$ 1,200.00	OPHS
CL24238	Carl Joyce	Boys Tennis Head Varsity Coach Post Season	2/9/2019	Coaches, Athletics	\$ 200.00	OPHS
CL24239	Tarik Ergin	Boys Lacrosse Head Varsity Coach Post Season	2/9/2019	Coaches, Athletics	\$ 100.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO PAY STIPEND

CL24240	Chris Dotson	Girls Lacrosse Varsity Head Coach Post Season	2/9/2019	Coaches, Athletics	\$ 100.00	OPHS
CL24241	Donn James	Boys Golf Varsity Head Coach Post Season	2/9/2019	Coaches, Athletics	\$ 200.00	OPHS
CL24242	Lewis Eric Varney	Boys Volleyball Varsity Head Coach Post Season	2/9/2019	Coaches, Athletics	\$ 300.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24243	Debra Warwick	Instructional Assistant I L & N Medical LOA	4/29/2019	OPEF	\$19.87	ROES
CL24244	Michele Abudulaziz	Campus Supervisor SUB to Student Services Assistant I	7/29/2019	General	\$17.52	BES
CL24245	Cameron Delic	Instructional Assistant I L & N from IA I Computer Lab	8/6/2019	OPEF	\$18.13	OHES
CL24246	Brandon Cortez	Instructional Assistant III - Behavior LOA 2019-2020 School Yr	8/6/2019	Special Ed	\$21.05	OPNS
CL24247	Debra Field	Instructional Assistant II site change from BES/MCMS	8/6/2019	Special Ed	\$21.05	OPHS
CL24248	Bryron Jones	Director Fiscal Services From Senior Accountant	7/1/2019	General	\$509.62	DO
CL24249	Karen Cohen	LOA Medical - Health Technician	7/29/2019	General	\$21.05	OPHS
CL24250	Lynn Framer	Senior Accountant from Accounting Assistant III	7/1/2019	General	\$36.22	DO
CL24251	Janet Brown	Instructional Assistant II Sp Ed Site Change From BES	7/1/2019	Special Ed	\$22.06	ROES
CL24252	Samantha Helland	Instructional Assistant II Sp Ed Site Change From BES	7/1/2019	Special Ed	\$22.06	ROES
CL24253	Margaret Jerram	Instructional Assistant II Sp Ed Site Change Frm MCMS + Inc Hrs.	7/1/2019	Special Ed	\$22.06	OHES
CL24254	Julia Meyers	Instructional Assistant III Behavior Site Change From OPNS	7/1/2019	Special Ed	\$23.65	ROES
CL24255	Shannon Curtis	Instructional Assistant II SpEd + .5 Site Change From ROES	7/1/2019	Special Ed	\$21.05	OPHS
CL24256	Edgar Valdez Ramirez	Custodian Full Time from Part Time	6/17/2019	General	\$22.30	OPHS
CL24257	Doris Miles	Custodian Part Time from Custodian Sub	6/17/2019	Fund 120 The Club	\$20.81	BES/MCMS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24258	Zachary Taylor	Instructional Assistant III - Behavior	5/25/2019	Resignation	\$21.05	ROES
CL24259	Jaclyn Capie	Instructional Assistant I - DK	5/25/2019	Resignation	\$17.14	ROES
CL24260	Jeanette Impala	Instructional Assistant I - Music	5/25/2019	Resignation	\$20.37	ROES
CL24261	Dipika Bhatia	Instructional Assistant III - Behavior	5/25/2019	Resignation	\$23.65	ROES
CL24262	Galia Yonay	Instructional Assistant II - SpEd	5/25/2019	Resignation	\$20.81	ROES
CL24263	Lisa Nilles	Director of Fiscal Services	6/30/2019	Resignation	\$71.70	DO
CL24264	Keith Henderson	Measure S Bond Construction Manager	6/17/2019	Resignation	\$92.14	DO
CL24265	Debra Warwick	Instructional Assistant I L & N	6/5/2019	Resignation	\$19.87	ROES
CL24266	Jean Gilbert Hawkins	College & Career Center Technician	6/7/2019	Retirement	\$23.29	OPHS
CL24267	Tami Lynn Marlow	Instructional Assistant II - SpEd	6/11/2019	Resignation	\$19.63	MCMS

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: JUNE 18, 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	
01CE09512	Kellie McPherson	Elementary Teacher	8/1/2019	General	BES	
01CE09513	Kim Winthrop	Middle School Teacher	8/1/2019	General	MCMS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09514	Allison Shapiro	Class size overages	4/1-4/30/2019	General	\$ 80.00	OHES
01CE09515	Cindy Lokitz	Class size overages	4/1-4/30/2019	General	\$ 80.00	OHES
01CE09516	Kristin Chobanian	Class size overages	4/1-4/30/2019	General	\$ 80.00	OHES
01CE09517	Quincie Melville	Class size overages	4/1-4/30/2019	General	\$ 80.00	OHES
01CE09518	Tris Wenker	Class size overages	4/1-4/30/2019	General	\$ 56.00	OPHS
01CE09519	Eva Novak	Class size overages	4/1-4/30/2019	General	\$ 80.00	OHES
01CE09520	Cathryn Paolini	Sp Ed Caseload Overages	5/17-5/24/2019	General	\$ 50.00	OHES
01CE09521	Kristin Gregory	Sp Ed Caseload Overages	5/17-5/24/2019	General	\$ 280.00	OHES
01CE09522	Elisa Duffy	Class size overages	5/1-5/24/2019	General	\$ 75.00	ROES
01CE09523	Julie Matthews	Class size overages	5/1-5/24/2019	General	\$ 80.00	ROES
01CE09524	Marjorie Cohen	Class size overages	5/1-5/24/2019	General	\$ 65.00	ROES
01CE09525	Patti Holland	Class size overages	5/1-5/24/2019	General	\$ 90.00	ROES
01CE09526	Sheri Merfeld	Class size overages	5/1-5/24/2019	General	\$ 90.00	ROES
01CE09527	Grace McKeegan	Class size overages	5/1-5/24/2019	General	\$ 90.00	ROES
01CE09528	Jan Sloane	Class size overages	5/1-5/24/2019	General	\$ 90.00	ROES
01CE09529	Kate Gregg	Class size overages	5/1-5/24/2019	General	\$ 90.00	ROES
01CE09530	Denise Keane	Class size overages	5/1-5/24/2019	General	\$ 90.00	BES
01CE09531	Tawnya Watson	Class size overages	5/1-5/24/2019	General	\$ 90.00	BES
01CE09532	Allison Shapiro	Class size overages	5/1-5/24/2019	General	\$ 90.00	OHES
01CE09533	Cindy Lokitz	Class size overages	5/1-5/24/2019	General	\$ 90.00	OHES
01CE09534	Eva Novak	Class size overages	5/1-5/24/2019	General	\$ 90.00	OHES
01CE09535	Kristin Chobanian	Class size overages	5/1-5/24/2019	General	\$ 90.00	OHES
01CE09536	Quincie Melville	Class size overages	5/1-5/24/2019	General	\$ 90.00	OHES
01CE09537	Holly Baxter	K-5 Gender Identity Curriculum Rollout	2018-2019	General	\$ 250.00	Various
01CE09538	Julie Ross	TUPE	2018-2019	General	\$ 200.00	OPHS
01CE09539	Janet Svoboda	TUPE	2018-2019	General	\$ 200.00	OPHS
01CE09540	Teri Isaguirre	EEAC	2018-2019	General	\$ 500.00	BES
01CE09541	Katie Cohen	EEAC	2018-2019	General	\$ 500.00	MCMS
01CE09542	Sheri Merfeld	EEAC	2018-2019	General	\$ 500.00	ROES
01CE09543	Anna Bojorquez	Visual Arts Committee	2018-2019	LCAP	\$ 300.00	OPHS
01CE09544	Malia Cadle	Visual Arts Committee	2018-2019	LCAP	\$ 300.00	MCMS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE09545	Kellie Gross	ESY Secondary	5/28-7/3/2019	General	OPHS	
01CE09546	Lacey Concepcion	ESY Elementary	5/28-6/21/2019	General	ROES	
01CE09547	Gracie Jerrems	ESY Preschool/DK/K	5/28-6/21/2019	General	OHES	
01CE09548	Bethany Douglas	ESY Substitute	5/28-7/3/2019	General	Various	
01CE09549	Carrie Jones	ESY Substitute	5/28-7/3/2019	General	Various	
01CE09550	Shawn Michael	ESY Substitute	5/28-7/3/2019	General	Various	
01CE09551	Jo Ann Housman	ESY Nurse - 2 days	5/28-5/29/2019	General	Various	

SEPARATION

Number	Name	Position	Effective Date	Separation	Salary	Site

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: JUNE 18, 2019
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – MAY 1 THROUGH 31, 2019

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period May 1 through 31, 2019?

BACKGROUND: The Purchase Order Report listing all purchase orders issued during the reporting period is included for the Board review.

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	_____	_____	_____	_____

Includes Purchase Orders dated 05/01/2019 - 05/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100	Approved Textbooks and Core Cu				
P19-00686	Pearson Learning Group	005	OPIS Magruder T.E. Items	010-4100	169.38
P19-00691	Houghton Mifflin Harcourt	005	OPIS K Curriculum for Curriculum Creation	010-4100	558.84
P20-00004	HEINEMANN	005	2018/19 UOS Phonics Grade 2 ROES	010-4100	1,618.05
P20-00005	HEINEMANN	005	2018/19 UOS Phonics Grade 2 OHES	010-4100	1,618.05
P20-00006	HEINEMANN	005	2018/19 UOS Phonics Grade 2 BES	010-4100	1,618.05
P20-00007	J.W. Pepper & Son Inc.	005	2019/20 OPHS Sheet Music	010-4100	1,604.72
Total:010-4100 Approved Textbooks and Core Cu					7,187.09
010-4200	Other Books and Reference Mate				
P19-00683	HEINEMANN	005	2018/19 BES LLI Grade 3&4	010-4200	11,508.75
P19-00684	HEINEMANN	005	2018/19 OHES LLI Grade 4	010-4200	5,754.38
P19-00685	HEINEMANN	005	2018/19 ROES LLI Grade 1,2&3	010-4200	13,531.18
Total:010-4200 Other Books and Reference Mate					30,794.31
010-4330	Other Materials and Supplies N				
B19-00269	WEX Bank/Shell	004	2018 - 2019 Gas for District Vehicles	010-4330	4,600.00
B19-00270	Dunn-Edwards Corporation	004	2018-2019 for Paint & Supplies	010-4330	1,000.00
P19-00358	Office Depot Customer Service Center	015	ROP Consumables - EFR	010-4330	400.00
P19-00364	Office Depot Customer Service Center	015	Suplies for ROP - Child Delvelopment	010-4330	1,000.00
P19-00631	Western Psychological Services	000	2019/20 SpEd Protocols - Psychs	010-4330	1,633.29
P19-00687	Conejo Valley USD Attn: Dawn S tines	013	Mind Over Matter/ROP Fund/Grant	010-4330	93.00
P19-00692	The Frame Gallery	012	DON: framing class gift	010-4330	153.22
P19-00694	Uline	012	PFA - Utility Cart	010-4330	309.68
P19-00713	Pro-Ed	000	2019/20 Protocols Order - Speech Group	010-4330	211.05
P19-00714	PEARSON ASSESSMENTS ORDER PROCESSING	000	2019/20 Protocols Order - Speech Group	010-4330	526.45
P19-00715	Western Psychological Services	000	2019/20 - Protocols Order - Speech Group	010-4330	639.01
P19-00716	Aseba	000	2019/20 - SpEd Protocols - Psychs	010-4330	35.18
P19-00719	Arbor Scientifc	013	Science/PFA/Springs	010-4330	152.20
P20-00001	Premier - A School Speciality	012	PFA: Student Agenda Books	010-4330	7,227.22
Total:010-4330 Other Materials and Supplies N					17,980.30
010-4410	Equipment New Non-Capitalized				
T20-00001	MJP Technologies Inc	007	Proj. 19-07F Chromebook 1:1 Program Expansion	010-4410	427,000.00
Total:010-4410 Equipment New Non-Capitalized					427,000.00
010-5200	Travel and Conference				
P19-00710	Audrey Walzer dba Camarillo Yo ga Center	005	Mindfulness for Educators 5 weeks Summer 2019	010-5200	1,500.00

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 05/01/2019 - 05/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00003	Reading Writing Project LLC	005	Prof Development Writing Summer Institute	010-5200	23,200.00
Total:010-5200 Travel and Conference					24,700.00
010-5600	Rents, Leases, and Repairs				
B19-00267	Intrepid Glass & Mirror, Inc	004	DO Tempered Glass for HR/Curriculum Doors	010-5600	130.00
P19-00661	Premier Carpet, Inc.	004	Repair Vinyl Floor in K Restroom at BES	010-5600	550.00
P19-00679	Intrepid Glass & Mirror, Inc	004	Glass Replacement - Vandalism at ROES	010-5600	450.00
P19-00680	Pinpoint Leak Detection	004	Leak Detection Services at DO	010-5600	617.50
P19-00681	Falcon Roofing Company	004	Tile Roof Repairs from Bee Removal	010-5600	791.00
P19-00682	Big Joe Lift Trucks, Inc.	004	Repair of Big Joe Harness	010-5600	278.50
P19-00689	Intrepid Glass & Mirror, Inc	013	Disc/other Supply/glass replacement	010-5600	380.00
P19-00693	TIRE MAN - AGOURA, INC	013	Tires/Custodial/oth & supp	010-5600	388.38
P19-00695	Finish Line Paving, Inc.	004	Painting pickleball court lines at MCMS	010-5600	2,100.00
P19-00701	Absolute Fire Protection, Inc.	004	Fire Sprinkler Tests at MCMS	010-5600	395.00
Total:010-5600 Rents, Leases, and Repairs					6,080.38
010-5820	Other Operating Expense				
B19-00033	Town & Country Printing	012	Open PO for printing	010-5820	3,191.31
B19-00268	Pamela A. Carter	005	Testing Coordinator & adjunct duties @ OPHS	010-5820	20,000.00
B19-00271	Waste Management	012	DISC: Roll-Off	010-5820	500.00
P19-00625	Intrepid Glass & Mirror, Inc	004	Replace glass due to break in at BES	010-5820	1,630.00
P19-00663	Thousand Oaks Electric	004	Electrical work for washer/dryer at OHES	010-5820	985.00
P19-00670	Santa Barbara Zoo	009	Donation - 2nd grade field trip	010-5820	1,211.00
P19-00671	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	009	Donation 4th grade buses to Olivas Adobe	010-5820	2,045.00
P19-00672	Wildlife Experience	009	Donation 1st field trip	010-5820	350.00
P19-00673	Southwinds Transportation	011	Field trip, Reagan Library, 5th	010-5820	1,156.20
P19-00674	Conejo Rec & Parks District	011	End of year event, park usage, Red Oak 4th grade	010-5820	113.40
P19-00675	Santa Barbara Zoo	011	Field trip, 2nd grade, Red Oak, Santa Barbara Zoo	010-5820	919.00
P19-00676	Rancho Simi Recreation & Park District	011	Park usage, 4th grade, Gold Rush 5/10/19	010-5820	158.00
P19-00677	Herff Jones	015	Honor Cords	010-5820	44.64
P19-00696	Los Angeles Zoo	011	1st gr. field trip, LA Zoo, 5/22/19	010-5820	452.00
P19-00699	Perma-Bound	005	2018/19 Summer Reading 11th Gr OPHS	010-5820	654.12
P19-00700	Resource Conservation District	005	18/19 Elementary Tree Assembly EEAC Funded	010-5820	1,050.00

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

ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 05/01/2019 - 05/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P19-00702	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	011	3rd grade Red Oak trip to Moorpark College Zoo	010-5820	970.00
P19-00703	Accrediting Commission For Schools/WASC	024	WASC Self Study	010-5820	168.23
P19-00707	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	009	Donation - bus 3rd Chumash	010-5820	475.00
P19-00708	Stagecoach Inn Museum	009	Donation	010-5820	360.00
P19-00712	Team Play Events	009	Donation - 5th grade Keystone	010-5820	7,771.27
P19-00717	West Shield Adolescent Svc	000	SpEd Residential Student Transport Services	010-5820	6,044.97
P20-00008	CR Print	005	GATE Brochures	010-5820	592.56
P20-00009	Project Lead the Way (PLTW)	013	ROP/Architecture/Participation Fee	010-5820	3,000.00
T19-00031	Border LAN Security	007	Deep Freeze License Renewal 3yr	010-5820	514.50
T20-00002	Certiport	013	CTEIG - GMetrix License/MOS License	010-5820	5,500.00
Total:010-5820 Other Operating Expense					59,856.20
010-7141	Excess Costs payments to Other				
P19-00705	Conejo Uni Sch Dist	000	2018/2019 - CVUSD Student Excess Costs (Tuition)	010-7141	36,000.00
Total:010-7141 Excess Costs payments to Other					36,000.00
120-4330	Other Materials and Supplies N				
B19-00158	Sunrise Produce Company	028	Food/Produce supplies for Extended Care-Brookside	120-4330	5,000.00
B19-00160	Sunrise Produce Company	028	Food/Produce supplies for Extended Care-Red Oak	120-4330	6,000.00
B19-00227	Gold Star Foods	028	Dried Snacks for EC sites-BES, ROES, OHES, MCMS	120-4330	25,000.00
Total:120-4330 Other Materials and Supplies N					36,000.00
120-5600	Rents, Leases, and Repairs				
P19-00706	Shumbar LLC dba Jolly Jumps	028	Snow cone & Pitchburst machine rental-All EC sites	120-5600	853.50
Total:120-5600 Rents, Leases, and Repairs					853.50
120-5820	Other Operating Expense				
B19-00210	Ed. Learning Opportunities DBA Developing Outdoors	028	Payroll Charges for EC Assistant Leaders & Mentors	120-5820	875,000.00
Total:120-5820 Other Operating Expense					875,000.00
211-4410	Equipment New Non-Capitalized				
P19-00718	Lakeshore Learning Materials	005	Proj 19-10S Collab Furniture ROES-Lakeshore Learn	211-4410	2,042.77
Total:211-4410 Equipment New Non-Capitalized					2,042.77
211-6209	Main Construction-Buildings				
P19-00624	Merit Metal Products, Inc.	004	Proj 19-05S Metal brackets for beams @MCMS	211-6209	13,880.00

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ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 05/01/2019 - 05/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P19-00662	Signature Signs	004	Proj 19-05S Exterior Signs Reinstalled/Painted	211-6209	922.03
P19-00666	G&Y General Contractors Inc.	004	Proj 18-39S Install new fax and data lines MCMS	211-6209	510.00
P19-00667	G&Y General Contractors Inc.	004	Proj 18-39S Public address backup power OPHS	211-6209	2,840.00
P19-00690	SBS Corporation	004	Proj 17-47S Admin Bldg Construction at BES	211-6209	989,827.00
Total:211-6209 Main Construction-Buildings					1,007,979.03
211-6250	Architect/Engineering Services				
P19-00440	CRATE Modular Inc	004	Proj 18-18S Prelim Design Dev A&E Drawings for BES	211-6250	31,966.00
P19-00441	CRATE Modular Inc	004	Proj 18-21S Prelim Design Dev A&E Drawings at MCMS	211-6250	41,472.00
P19-00443	CRATE Modular Inc	004	Proj 18-20S Prelim Design Dev A&E Drawings at ROES	211-6250	74,087.50
P19-00596	CRATE Modular Inc	004	Proj 18-19S Prelim Design Dev A&E Drawings at OHES	211-6250	54,717.00
P19-00665	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 3/1-3/31/2019	211-6250	2,180.00
P19-00709	BCA Architects	004	Proj 19-08S DSA Certification of OPN School Bldgs	211-6250	189,285.00
P19-00711	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 4/1-4/30/2019	211-6250	6,400.00
Total:211-6250 Architect/Engineering Services					400,107.50
211-6251	DSA/CDE Fees				
P19-00697	Department of Conservation	004	Proj 18-19S Geological Survey Review @ OHES	211-6251	3,600.00
Total:211-6251 DSA/CDE Fees					3,600.00
211-6272	Construction Management Fees				
P19-00664	DIY Home Center	004	Proj 18-18S Reclaim Water Relocation at BES	211-6272	99.92
P19-00665	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 3/1-3/31/2019	211-6272	51,335.00
P19-00711	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 4/1-4/30/2019	211-6272	29,740.00
Total:211-6272 Construction Management Fees					81,174.92
211-6280	Construction Testing				
P20-00002	NV5 West, Inc.	004	Proj 17-47S DSA Testing/Inspct Svcs Admin Bldg-BES	211-6280	11,322.50
Total:211-6280 Construction Testing					11,322.50
211-6290	Inspection				
P19-00678	KENCO Construction Srvs Inc	004	Proj 17-47S DSA Inspection Svcs Cert Admn Bldg BES	211-6290	33,920.00

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

ESCAPE ONLINE

Page 4

Includes Purchase Orders dated 05/01/2019 - 05/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:211-6290 Inspection					33,920.00
211-6500	Equipment Replacement \$5000+				
T20-00001	MJP Technologies Inc	007	Proj. 19-07F Chromebook 1:1 Program Expansion	211-6500	641,290.68
Total:211-6500 Equipment Replacement \$5000+					641,290.68
213-5600	Rents, Leases, and Repairs				
P19-00704	Hughes General Engineering	004	John Knight Memorial Structure Wash and Repair	213-5600	4,000.00
Total:213-5600 Rents, Leases, and Repairs					4,000.00
213-6209	Main Construction-Buildings				
DIR19-00008	Custom Modular Services Corp	004	Proj 18-41R Relocatable Classroom Repairs DW	213-6209	63,170.92
Total:213-6209 Main Construction-Buildings					63,170.92
213-6251	DSA/CDE Fees				
P19-00669	DSA-LA Regional Office ATTN C ARLOS ARAUJO	004	Proj 17-03R Shade Structure Art Crt-DSA Fees OPHS	213-6251	1,182.50
Total:213-6251 DSA/CDE Fees					1,182.50
Total Number of POs				88	
				Total	3,771,242.60

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	53	136,619.63
010	General Fund	10	472,978.65
Total Fiscal Year 2020			472,978.65
120	Child Development Fund	5	911,853.50
Total Fiscal Year 2019			911,853.50
211	Measure S Facilities & Tech	16	1,528,824.22
Total Fiscal Year 2019			1,528,824.22
211	Measure S Facilities & Tech	2	652,613.18
Total Fiscal Year 2020			652,613.18
213	Measure R FACILITIES Bond Fund	3	68,353.42
Total Fiscal Year 2019			68,353.42
Total			3,771,242.60

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

ESCAPE ONLINE

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TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.1.d. RATIFY OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS VARSITY BASKETBALL TO UNIVERSITY OF SAN DIEGO SUMMER BASKETBALL TOURNAMENT – JUNE 14 – 16, 2019.

CONSENT

ISSUE: Shall the Board ratify an overnight field trip for the OPHS Boys Varsity Basketball to San Diego, CA?

BACKGROUND: Principal, Kevin Buchanan, requests ratification for this Summer Basketball Tournament which was took place June 14-16, 2019 in San Diego, CA. Approximately 12-15 athletes, and 3 OPHS coaches traveled by district approved drivers in district approved SUVs. The team departed on Friday, June 14th at 10:30 a.m. and returned Sunday, June 16th at approximately 6:00 p.m. Team and coach chaperones stayed at the University of San Diego campus residence halls, in San Diego, CA. Accept this as certification that the Principal had reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* had been met.

FISCAL IMPACT: The cost was a voluntary donation of \$240.00 (which included transportation, food and lodging.) Funding source was the ASB Fund and was included in the 2019-20 ASB Budget.

ALTERNATIVES:

1. Ratify overnight trip for Oak Park High School Boys Varsity Basketball Team – San Diego, CA.
2. Do not ratify the field trip as presented.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

**SUBJECT: B.1.e APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
CROSS COUNTRY TO MAMMOTH LAKES CONDITIONING TRIP –
JULY 21 - 26, 2019.**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Cross Country to Mammoth Lakes, CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this conditioning trip scheduled for July 21 - 26, 2019 in Mammoth, Lakes, CA. Approximately 75 athletes, 5 OPHS coaches and 10 OPHS parent female volunteers will travel by district approved drivers in district and private vehicles. They will depart on Sunday, July 21st at 7:00 a.m. and return Friday, July 26th by approximately 5:00 p.m. Students, coaches and chaperones will stay at Mammoth Mountain Inn. 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 \$450.00 (which includes transportation, food and lodging.) Funding source is the ASB Fund and is included in the 2019-20 ASB Budget.

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School Cross Country – Mammoth Lakes, CA.
2. Do not approve the field trip as presented.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
ASSOCIATED STUDENT BODY – AUGUST 3-4, 2019.**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS ASB Retreat to Pacific Palisades, CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this retreat scheduled for August 3 - 4 , 2019, in Pacific Palisades, CA. Approximately 33 students, and 1 OPHS Staff and 3 parent chaperones will travel by district approved drivers in district SUVs. They will depart on Saturday, August 3rd at 8 a.m. and return Sunday, August 4th at approximately 2 p.m. Students and chaperones will stay at Temescal Canyon Center in Pacific Palisades, 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 \$150 per person (which includes registration, transportation, food and lodging.) Staff and chaperone costs will be paid for by the ASB Fund. Funding source is the ASB Fund and is included in the 2019-20 ASB Budget.

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

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.g. APPROVE RENEWAL AGREEMENT WITH SCHOOL SERVICES OF CALIFORNIA FOR FISCAL INFORMATION SERVICES

CONSENT

ISSUE: Shall the Board approve the renewal of the agreement with School Services of California, Inc. to provide fiscal and management information services to the District for the 2019-20 fiscal year?

BACKGROUND: The District has contracted annually with School Services of California, Inc. (SSC) for services related to issues of school finance, legislation, school budgeting, and general fiscal issues. The current contract with SSC expires June 30, 2019. SSC is proposing to renew the agreement for the 2019-20 fiscal year, with no cost increase to the current agreement amount. The cost of the proposed renewal is \$3,900 annually. A copy of the proposed agreement follows this report for the Board's information.

FISCAL IMPACT: The cost of the proposed consultant agreement is included in the 2019-20 Business Services department budget.

ALTERNATIVES:

1. Approve the renewal of the agreement with School Services of California, Inc., for the 2019-20 fiscal year.
2. Do not approve the renewal.

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	_____	_____	_____	_____

AGREEMENT FOR SPECIAL SERVICES
Fiscal and Management Information Services

This is an Agreement between the **OAK PARK UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of July 1, 2019.

RECITALS

WHEREAS, the Client needs assistance regarding issues of school finance, legislation, school budgeting, general fiscal issues, and the state-mandated program cost claims process; and

WHEREAS, the Consultant, is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. Consultant agrees to perform such duties relating to issues of school finance, including:
 - a. Delivery of "one copy" of each edition of the *Fiscal Report* containing information on issues of school finance, budgets, or practices that impact local educational agency fiscal policies, and one copy of the *Analysis of the Governor's Proposals for the State Budget and K-12 Education*
 - b. Unlimited access to the Consultant's online workshops, which include:
 - i. Fiscal Aspects of Negotiations
 - ii. Associate Student Body
 - c. The option of receiving information on Consultant's website regarding major school finance and policy issues
 - d. An analysis of all major school finance/fiscal legislation and reports on its legislative/executive branch progress
 - e. Preliminary local educational agency revenue calculation using the online tools available on the Consultant's website for use in determining the projected revenue funding level soon after the budget is adopted based on the major annual school finance legislation
 - f. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate

- g. Counsel the Client on new mandates and information relating to the local mandate reimbursement process for all applicable legislation already adopted that contains a reimbursement appropriation, and maintain liaison with the State Controller, the Commission on State Mandates, and the State Department of Finance
- 2. The Consultant shall provide the Client with services as requested *to a total of twelve (12)* direct service hours during the 12-month period of this Agreement at no additional cost beyond the annual fee. The hours of service may be used as the Client directs on fiscal and mandate service issues, including: mandate counseling, analysis of specific local educational agency revenue or expenditure issues, analysis of specific legislative or regulatory issues, including a “quick query” service to provide telephone response to specific fiscal or mandate questions of the Client.

Services for which the base service hours may not be used, include: Client specific economy, efficiency, or management consulting services, including, but not limited to efficiency or management studies, demographic or school facility studies, Special Education studies, fiscal health analysis, and/or an in-depth budget review, direct collective bargaining or factfinding assistance; fiscal analysis for purposes of collective bargaining, legislative representation or advocacy; appearance as an expert witness; provision of depositions or declarations for local educational agency legal issues; major customized research projects or studies; or, on-site speeches or presentations.

- 3. The Client agrees to pay to Consultant for services rendered under this Agreement:
 - a. \$3,900 annually, plus expenses, or payable at \$325 per month, plus expenses, upon receipt of a billing from Consultant
 - b. For all requested services in excess of twelve (12) direct service hours as indicated in Item 2 above in the 12-month period, the applicable hourly rate for the person(s) performing the services shall apply
 - c. “Hours” are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client’s site
 - d. “Expenses” are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials
- 4. This Agreement shall be for the period of one year, beginning July 1, 2019, and terminating June 30, 2020. This Agreement may be terminated prior to June 30, 2020, by either party on thirty (30) days’ written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall

OAK PARK UNIFIED SCHOOL DISTRICT

give a 30-day written notice of nonrenewal. Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the client provides written notice. The Client is responsible for these accrued charges and SSC may bill these additional days. In the case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation.

5. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: _____

DATE: _____

Print Name

Job Title

Oak Park Unified School District

BY:  _____

DATE: May 1, 2019

JOHN D. GRAY

President

School Services of California, Inc.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.1.h. APPROVE FACILITY USE BY RELIGIOUS ORGANIZATION

CONSENT

ISSUE: Shall the Board authorize the use of the parking lot at the Oak Park Unified School District Support Services Center by Chabad of Oak Park?

BACKGROUND: As a provision of its Conditional Use Permit (CUP) required by the County of Ventura, the Chabad of Oak Park has requested to continue their use of the Support Services Center parking lot for the 2019-20 school year. The Chabad has agreed to abide by all District rules and regulations regarding use of facilities. The applicant will pay all applicable charges, including the use of 27 specified parking spaces as required by the CUP.

The Chabad's Facility Use Request form, including the dates and times of usage follows for the Board's review.

FISCAL IMPACT: Fees collected from the organization's use will be deposited to the District's Routine Restricted Maintenance Account, used in the maintenance and upkeep of the District's facilities and grounds.

ALTERNATIVES:

1. Authorize the use of the parking lot at the Support Services Center by Chabad of Oak Park, effective July 1, 2019 - June 30, 2020, under the following conditions:
 - a) Applicant abides by all District rules and regulations regarding Facility use.
 - b) Scheduled use is as stated on the application for use.
 - c) Applicable fees will be based on current Board-approved facility use rates, and will include the use of 27 specified parking spaces.
 - d) The applicant will pay all applicable fees in advance of the use.
2. Do not authorize this use of facilities.

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	_____	_____	_____	_____

Rabbi Yisroel Levine

May 28, 2019

Mr. Martin Klaus,
Oak Park Unified School District
5801 E. Conifer St.
Oak Park, CA 91301

Dear Mr. Klaus,

Please use the attached Calendar as the official request for lease of parking spaces from the Oak Park Unified School District for the period of July 1, 2019 – June 30, 2020. No dates and times except those expressly requested are included in the OPUSD parking request.

Thank you,



Rabbi Yisroel Levine
Chabad of Oak Park



FACILITIES USE AGREEMENT AND APPLICATION FOR PERMIT

Chabad of Oak Park
Name of Organization (Applicant)
OPUSD Parking Lot, Spaces 15-41
School Site/Facility /Room # Requested
Yisrael Lwine
Authorized Representative of Organization
30347 Canwood St, Agoura Hills, CA 91301
Address
Parking Spaces
Name of Event Describe Type or purpose of Activity

2019-20
Date(s) of Event
See - Attached
End Time
818-929-4265
Telephone
yblchabad@hotmail.com
E-mail

Rebbi
Start Time
Title
Expected attendance

Will Food be served? If yes what type/vendor. _____

☐ Check here if food will be prepared in the cafeteria/kitchen with OPUSD Cafeteria staff & permit only.

☐ Equipment requested: _____

☐ Custodian Minimum 2 Hrs. Required for Set Up Time -Select- Clean Up Time -Select-

☐ Certificate of Insurance and Endorsement page(s) Attached Upload

AGREEMENT:

1. In executing this declaration I certify that I have been duly authorized by the Applicant to act in its behalf in making application for use of said facility.
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other records estimated in amount of \$ _____. If no receipts are anticipated for these activities check here. ☐ on file
3. I, the undersigned hereby certify that I will be personally responsible on behalf of the Applicant for any damages sustained by the school building, furniture, equipment or grounds occurring through the occupancy or use of said building and or grounds by the applicant.
4. I hereby certify that I have received and read the rules, regulations, conditions and terms including those attached to this application and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
5. It is agreed that in the event this permit is canceled by the applicant no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
6. Statement of Information
The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means;

That Chabad of Conejo, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States (CA Ed Code 38136). This statement is made under the penalties of perjury.

Yisrael Lwine
Representative' Print Name
Yisrael Lwine
Representative' signature

5/28/19
Date

Revised 1/20/17

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

INSURANCE. Applicant, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage which must be on file in OPUSD Business Office 2 weeks prior to event:

- ☐ **Workers' Compensation Insurance.** Applicant shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. In the case of any activities which are hired or subcontracted, Applicant shall require all vendors and subcontractors to provide Workers' Compensation Insurance for all of the vendor's and/or subcontractor's employees to be engaged in such activities unless such employees are covered by the protection afforded by the Applicant's Workers' Compensation Insurance.

- ☐ **Commercial General Liability Insurance.** Applicant shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage:

	Each Occurrence	Aggregate
Low to moderate risk events or activities	\$ 1,000,000.00	\$ 2,000,000.00
High risk events or activities	\$ 2,000,000.00	\$ 4,000,000.00
Severe risk events or activities	\$ 5,000,000.00	\$ 10,000,000.00

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

Any and all vendors and subcontractors hired by Applicant in connection with the activities described in this Agreement shall maintain such insurance unless the Applicant's insurance covers the subcontractor and its employees.

- ☐ **Automobile Liability.** If vehicles will be driven on district property, Applicant shall procure and maintain, during the full term of this Agreement following Automobile Liability Insurance with the following minimum coverage limits:

Personal vehicles: \$ 500,000.00 combined single limit or
\$100,000.00 per person / \$300,000.00 per accident

Commercial vehicles: \$1,000,000.00 combined single limit

Applicant's and any and all vendor's and/or subcontractor's Commercial Automobile Liability Insurance shall name the District, its employees, and school board members as additional insureds.

- ☐ **Other Coverage as Dictated by the District.** Applicant shall procure and maintain, during the term of this Agreement, Abuse and Molestation coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Certificates of Insurance. Applicant and any and all vendors and subcontractors working for Applicant shall provide certificates of insurance to the District as evidence of the insurance coverage required herein, not less than Fifteen (15) days prior to commencing the proposed activity, and at any other time upon the request of the District. Certificates of such insurance shall be filed with the District on or before commencement of the services under this Agreement.

Applicant's and any and all Applicant subcontractor's Commercial General Liability insurance and Abuse and Molestation coverage shall name the District, its employees, and school board members as additional insureds.

Insurance written on a "claims made" basis is to be renewed by the Applicant and all Applicant subcontractors for a period of five (5) years following termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement, and will cover the Applicant for all claims made.

Failure to Procure Insurance. Failure on the part of Applicant, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement.

FEES for the following will be billed as per Board Policy. See OPUSD.org

Processing Fee/One Time	\$ <u>15.00</u>
Use of Facility/Other charges ¹ /Fair rental value ²	\$ _____
Utilities/day Fees - \$15.00/Day	\$ _____
Restroom/Hr. Fees -	\$ _____
Custodial/Hrs. services - \$40.00/Hrs.	\$ _____
Cafeteria Services or other district employees as required	\$ _____
Maintenance, repair, restoration, and refurbishment	\$ _____

¹ If the use of school facilities or grounds is for religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place for the conduct of the services, the church or religious organization shall be charged an amount that equals or exceeds the school district's direct costs.

² In the case of an entertainment or a meeting where an admission fee is charged or contributions are solicited, and the net receipts are not expended for the welfare of the students of the school district or for charitable purposes, a charge equal to fair rental value shall be levied for the use of the school facilities or grounds. "Fair rental value" means the direct costs to the school district plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.

Note: Groups or persons using school facilities and grounds shall be liable for any property damage caused by or arising out of the activity. The cost of repair or replacement shall be paid by the group or persons involved and they may be denied further use of school facilities. Additional clean up fees may be charged to return the facility and/or grounds to their original condition.

ACKNOWLEDGEMENT AND AGREEMENT

I have read the agreement and agree to its terms

Yisrael Wine
Representative' Print Name

Yael Wine
Representative's signature

5/25/19
Date

SITE AVAILABILITY

Site Administrator Print Name

Signature

Date

DISTRICT APPROVAL

Nutrition Services Print Name (as needed)

Signature

Date

Facilities Administrator Print Name

Signature

Date

District Administrator Print Name

Signature

Date

GENERAL RULES

1. Sections 38130-38139 of the Education Code, The Civic Center Act, are the basis of these rules, and are hereby incorporated in the application even though not explicitly stated.
2. Pursuant to "The Civic Center Act", the District is authorized to issue all permits to groups who qualify for the use of school property during non-school hours. All applications are to be completed on forms provided by the school district and are to be presented at least two (2) weeks prior to the date the facility is to be used.
3. The use and occupancy of school property shall be primarily for public school purposes. Other use of occupancy shall be secondary and subordinate to this primary purpose. No group, regardless of its character, may monopolize the use of the school property, or interfere with the educational program of the school.
4. All permits are to be issued for specific facilities and for specific times not to exceed one school year. It shall be the responsibility of the organization to see that authorized portions of the buildings are not disturbed, and that the premises are vacated as scheduled on the permit. This permit is not transferable.
5. The applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
6. The requesting organization shall be responsible for any additional fees incurred due to unusual or unexpected requirement for District personnel. The District may require as a condition of approval that the applicant furnish adequate security officers. **If a meal is to be served in the cafeteria, a district food service worker must be employed to cook, or supervise the preparation of the food.** Arrangements for such services are to be made during the application process and have approval of the Director of Student Wellness and Nutrition
7. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision. Those in charge of any activity must hold themselves at all times responsible for the supervision of all present, both participants and others attracted to the activity, so that no one will be acting in an unsafe manner or in a manner that will cause damage to school facilities.
8. The use of profane language, the possession or use of intoxicating liquor, drugs, tobacco, quarreling or fighting, the carrying of weapons, betting or any form of gambling, are prohibited on school property. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of school facilities.

FIRE & SAFETY

1. At no time shall there be more persons admitted to the auditoriums, theaters, or other rooms than the legal seating capacity will accommodate.
2. Flammable decorations, including stage scenery shall be fire resistant or flame proofed in accordance with the State Health and Safety Code.
3. No device, which produces flame, sparks, smoke or explosions shall be used in the auditoriums, theaters or other rooms.
4. NO Smoking or other use of tobacco shall be permitted on the premises.

BUILDINGS & GROUNDS

1. School property must be protected from damage and mistreatment, and ordinary precautions must be maintained. Should school property be damaged or abused beyond normal wear, such damage will be paid for by the organization involved, and shall be sufficient cause for cancellation of future use.
2. All lights must be turned off when leaving and all doors locked and secured.
3. No alterations or physical changes shall be permitted in or on any facility including building, playing fields, or equipment.
4. No decorations, scenery sets, or lighting are to be nailed to floors, walls, or ceiling. No preparations of any kind shall be used on school floors by groups using the buildings. Shoes with cleats or plates and rubber soles or heels which mar or mark the floor will not be permitted in school buildings.
5. School furniture or equipment shall not be moved or displaced.
6. No pesticides, herbicides or rodenticides of any type should be applied to, or used on district premises.
7. Playfields may not be used for practice or games after heavy rains.
8. Prohibited on school property: animals (with the exception of active service dogs), firearms, pellet guns, BB guns, sling shots, archery, discus, javelin, shot put, roller hockey, riding of tricycles, scooters, go-carts, motor scooters, bicycles and skateboards (except for riding to and from school), unauthorized automobiles, running of model and miniature cars or model planes, drones, and rockets, skating, horseback riding, and hitting of golf balls.

Oak Park Unified School District
APPLICATION FOR USE OF SCHOOL FACILITIES

Application No. _____

PLEASE PRINT

— THIS PERMIT TERMINATES ON JUNE 30 OF THIS FISCAL YEAR —

Application is hereby made for the use of facilities at OPUSA Parking Lot
Facility Requested: 27 Parking Spaces #15-41
Building _____ Room _____ Other _____

Date Requested: From: 07/01/19 Day: Su M T W T F S From: _____ a.m./p.m.
To: 06/30/20 Day: Su M T W T F S To: _____ a.m./p.m.

Scheduled Activity (list speaker, topic, or type of meeting): _____

Will food be served? ☐ Yes ☐ No If yes, what type? ☐ Beverages ☐ Refreshments ☐ Pot-Luck ☐ Prepared Meal

Will admission be charged or any monies collected? ☐ Yes ☐ No If yes, how will the proceeds be used? _____

Equipment Requested: Number of Chairs _____ Number of Tables _____ Other _____

Organization Information

Name of Organization Chabad - Oak Park
Designated Representative Rabbi Yisrael Levine Title Director of Development
Billing Address 30347 Canwood St, Agoura Hills, CA 91301
Insurance Company Accord Church and Casualty Ins. Policy No. 0260406-02429616

Certification

- 1) Applicant hereby indemnifies and agrees to hold the Oak Park Unified School District, its officers, and employees harmless from any and all claims, demands, causes of action, liability, or loss of any sort because of, or arising out of, the acts or omissions of the applicant or persons using the facilities under the auspices of the applicant. The applicant may be required also to defend on behalf of the District any and all claims at his expense.
- 2) Applicant shall be personally responsible, on behalf of the organization, for any damage or unnecessary abuse of school buildings, grounds, or equipment while occupied by the organization. Applicant agrees to abide by and enforce the rules and regulations of the Oak Park Unified School District governing the non-school use of buildings, grounds, and equipment.
- 3) Applicant states that he has read the rules and regulations on the reverse side of this application and agrees to abide by and enforce same.
- 4) Applicant guarantees payment of all fees and charges assessed by the District within thirty (30) days after invoice date.
- 5) Cancellation of this facility request shall be made to the school Principal at least 24 hours before the times requested or the organization will be charged for custodial time.
- 6) The undersigned states that, to the best of his knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime including, but not limited to, the crimes specified in Section 11400 and 11401 of the California Penal Code. This statement is made under the penalties of perjury.

Signature [Signature] Date 5/28/19
Name (please print) Yisrael Levine Title Rabbi
Address 5998 Canifer St Oak Park, CA 91371 Day Phone 818-929-4265

— THIS SECTION FOR OFFICE USE ONLY —

Approval

Estimated custodial time required: Regular Hours _____ Overtime Hours _____ Additional personnel time required: _____ Hours

This application is approved for scheduled time and date _____
Building Principal _____ Date _____

Estimated Charges

Rental _____ ☐ Free* ☐ Direct Costs ☐ Fair Rental Value

Custodial _____

Cafeteria _____

Other _____

TOTAL _____

This is not an invoice. You will be billed for any legal charges related to this use of facilities after the date of actual use (or quarterly, if year-round use.)

*Donations to cover all or part of the listed direct costs will be gratefully accepted on behalf of the students of our district.

— SUBMIT TO SCHOOL OFFICE FOR APPROVAL —

White Copy — Principal Yellow Copy — Business Office Pink Copy — Maintenance Goldenrod Copy — Organization (after approval)

VCSS SD-1020/2-86

JUNE 2019

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

JULY 2019

AUGUST 2019

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5 Sundown + 1 Hour	6 10am - 2pm Sundown + 1 Hour
7	8	9	10	11	12 Sundown + 1 Hour	13 10am - 2pm Sundown + 1 Hour
14	15	16	17	18	19 Sundown + 1 Hour	20 10am - 2pm Sundown + 1 Hour
21	22	23	24	25	26 Sundown + 1 Hour	27 10am - 2pm Sundown + 1 Hour
28	29	30	31	1	2	3

JULY 2019

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

SEPTEMBER 2019

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2 Sundown + 1 Hour	3 10am - 2pm Sundown + 1 Hour
4	5	6	7	8	9 Sundown + 1 Hour	10 10am - 2pm Sundown + 1 Hour
11	12	13	14	15	16 Sundown + 1 Hour	17 10am - 2pm Sundown + 1 Hour
18	19	20	21	22	23 Sundown + 1 Hour	24 10am - 2pm Sundown + 1 Hour
25	26	27	28	29	30 Sundown + 1 Hour	31 10am - 2pm Sundown + 1 Hour

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AUGUST 2019

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

SEPTEMBER 2019

OCTOBER 2019

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6 Sundown + 1 Hour	7 10am - 2pm Sundown + 1 Hour
8	9	10	11	12	13 Sundown + 1 Hour	14 10am - 2pm Sundown + 1 Hour
15	16	17	18	19	20 Sundown + 1 Hour	21 10am - 2pm Sundown + 1 Hour
22	23	24	25	26	27 Sundown + 1 Hour	28 10am - 2pm Sundown + 1 Hour
29 Rosh Hashanah Sundown+ 2 Hours	30 Rosh Hashanah Sundown + 2 Hours	1	2	3	4	5

SEPTEMBER 2019

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

NOVEMBER 2019

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

OCTOBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 Rosh Hashanah 10am- 2pm Sundown + 2 Hours	2	3	4 Sundown + 1 Hour	5 10am - 2pm Sundown + 1 Hour
6	7	8	9	10	11 Sundown + 1 Hour	12 10am - 2pm Sundown + 1 Hour
13 Sukkot Sundown + 2 Hours	14 Sukkot 10am- 2pm Sundown + 2 Hours	15 Sukkot 10am- 2pm Sundown + 2 Hours	16	17	18 Sundown + 1 Hour	19 10am - 2pm Sundown + 1 Hour
20 Shemini Atzeret Sundown + 2 Hours	21 Shemini Atzeret 10am- 2pm Sundown + 2 Hours	22 Simchat Torah 10am- 2pm Sundown + 2 Hours	23	24	25 Sundown + 1 Hour	26 10am - 2pm Sundown + 1 Hour
27	28	29	30	31	1	2

OCTOBER 2019

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

NOVEMBER 2019

DECEMBER 2019

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31 Halloween	1 Sundown + 1 Hour	2 10am - 2pm Sundown + 1 Hour
3	4	5	6	7	8 Sundown + 1 Hour	9 10am - 2pm Sundown + 1 Hour
10	11 Veterans Day	12	13	14	15 Sundown + 1 Hour	16 10am - 2pm Sundown + 1 Hour
17	18	19	20	21	22 Sundown + 1 Hour	23 10am - 2pm Sundown + 1 Hour
24	25	26	27	28 Thanksgiving Day	29 Sundown + 1 Hour	30 10am - 2pm Sundown + 1 Hour

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NOVEMBER 2019

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019

JANUARY 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 10am - 2pm Sundown + 1 Hour
8	9	10	11	12	13	14 10am - 2pm Sundown + 1 Hour
15	16	17	18	19	20	21 10am - 2pm Sundown + 1 Hour
22	23	24	25	26	27	28 10am - 2pm Sundown + 1 Hour
29	30	31	1 New Year's Day	2	3	4

DECEMBER 2019

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

JANUARY 2020

FEBRUARY 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 New Year's Day	2	3 Sundown + 1 Hour	4 10am - 2pm Sundown + 1 Hour
5	6	7	8	9	10 Sundown + 1 Hour	11 10am - 2pm Sundown + 1 Hour
12	13	14	15	16	17 Sundown + 1 Hour	18 10am - 2pm Sundown + 1 Hour
19	20 M L King Day	21	22	23	24 Sundown + 1 Hour	25 10am - 2pm Sundown + 1 Hour
26	27	28	29	30	31 Sundown + 1 Hour	1

JANUARY 2020

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

FEBRUARY 2020

MARCH 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 10am - 2pm Sundown + 1 Hour
2	3	4	5	6	7 Sundown + 1 Hour	8 10am - 2pm Sundown + 1 Hour
9	10	11	12	13	14 Sundown + 1 Hour	15 10am - 2pm Sundown + 1 Hour
16	17 Presidents' Day	18	19	20	21 Sundown + 1 Hour	22 10am - 2pm Sundown + 1 Hour
23	24	25	26	27	28 Sundown + 1 Hour	29 10am - 2pm Sundown + 1 Hour

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FEBRUARY 2020

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

APRIL 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 10am - 2pm Sundown + 1 Hour
8	9	10	11	12	13	14 10am - 2pm Sundown + 1 Hour
15	16	17	18	19	20	21 10am - 2pm Sundown + 1 Hour
22	23	24	25	26	27	28 10am - 2pm Sundown + 1 Hour
29	30	31	1	2	3	4

MARCH 2020

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

APRIL 2020

MAY 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4 10am - 2pm Sundown + 1 Hour
5	6	7 Pesach Sundown + 2 Hours	8 Pesach 10am - 2pm Sundown + 2 Hours	9 Pesach 10am - 2pm Sundown + 2 Hours	10 Pesach 10am - 2pm Sundown + 1 Hour	11 10am - 2pm Sundown + 1 Hour
12	13	14 Pesach Sundown + 2 Hours	15 Pesach 10am - 2pm Sundown + 2 Hours	16 Pesach 10am - 2pm Sundown + 2 Hours	17 Sundown + 1 Hour	18 10am - 2pm Sundown + 1 Hour
19	20	21	22	23	24 Sundown + 1 Hour	25 10am - 2pm Sundown + 1 Hour
26	27	28	29	30	1	2

APRIL 2020

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

MAY 2020

JUNE 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Sundown + 1 Hour	2 10am - 2pm Sundown + 1 Hour
3	4	5	6	7	8 Sundown + 1 Hour	9 10am - 2pm Sundown + 1 Hour
10 Mother's Day	11	12	13	14	15 Sundown + 1 Hour	16 10am - 2pm Sundown + 1 Hour
17	18	19	20	21	22 Sundown + 1 Hour	23 10am - 2pm Sundown + 1 Hour
24	25 Memorial Day	26	27	28 Shavuot Sundown + 2 Hours	29 Shavuot 10am-2pm Sundown + 1 Hour	30 10am - 2pm Sundown + 1 Hour
31	1	2	3	4	5	6


MAY 2020

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

JUNE 2020

JULY 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 	1	2	3	4	5 Sundown + 1 Hour	6 10am - 2pm Sundown + 1 Hour
7	8	9	10	11	12 Sundown + 1 Hour	13 10am - 2pm Sundown + 1 Hour
14	15	16	17	18	19 Sundown + 1 Hour	20 10am - 2pm Sundown + 1 Hour
21	22	23	24	25	26 Sundown + 1 Hour	27 10am - 2pm Sundown + 1 Hour
28	29	30	1 	2	3 	4 Independence Day 

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
**SUBJECT: B.1.i APPROVE DISPOSAL OF OBSOLETE OR SURPLUS
INSTRUCTIONAL MATERIALS, BOOKS, AND OR LIBRARY
BOOKS**

CONSENT

ISSUE: Shall the Board approve the sale and/or disposal of obsolete or surplus instructional materials, books, and/or library books per the provisions of Education Code Section 60510?

BACKGROUND: The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code Section 60510 requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District. List of obsolete instructional materials follows for the Board's review.

FISCAL IMPACT: These items have been determined to have no re-sell value by textbook vendors used regularly by OPUSD. Fiscal impact will be the cost to have all materials properly disposed by a licensed and bonded recycling company, estimated cost is \$650.00.

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____

OBSOLETE TEXT BOOKS AND INSTRUCTIONAL MATERIALS - JUNE 2019			
Red Oak Elementary School			
Class / Department	Title of Item to be Retired	ISBN	Qty of EACH
Science	Harcourt Brace Diamond Cove	0-15-309117-7	3
Science	Harcourt Science	0-15-317-649-0	21
Science	Benchmark Education	978-1490039718	29
Science	Harcourt	0-15-317659-0	2
Science	Health & Wellness Teacher's Edition	0-02-28419-6	3
Science	Health & Wellness Workbooks	0-02-281484-1	71
Science	Health & Wellness Textbook Grd. 3	0-02-280602-4/3	29
Science	Health & Wellness Textbook Grd. 4	0-02-280603-2/4	75
Social Studies	Harcourt Atlas Intermediate	0-15-342687-X	55
Social Studies	Harcourt Brace Textbook	0-15-309788-4	1
Social Studies	Harcourt Reflections Grd. 1	0-15-338498-0	15
Social Studies	Harcourt Reflections Grd. 3	0-15-338501-4	12
Social Studies	From Sea to Shining Sea Textbook	0-395-54890-X	2
Math	Knowing Math	0-618-24832-3	10
Math	Houghton Mifflin Knowing Math Assessment	0-618-41673-0	1
Math	Knowing Math Student Workbooks	0-618-24851-X	9
Math	Knowing Math Assessments	0-618-40817-7	3
ELA	Houghton Mifflin	0-395-47698-4	25
ELA	Houghton Mifflin	0-395-47699-2	2
ELA	Characters Facing Challenges	978-149002642-8	34
ELA	Write On Track	0-669-40881-6	39
ELA	Writer's Express	0-669-38632-4	7
ELA	Houghton Mifflin Reading Grade 1	0-618-15715-8	37
ELA	Houghton Mifflin Reading Adventures	978-0-547-73871-0	32
ELA	Houghton Mifflin Reading Let's Be Friends	0-618-15160-5	30
ELA	Houghton Mifflin Reading Treasures	0-618-15714-X	30
ELA	Houghton Mifflin Reading Rewards	0-618-15718-2	19
ELA	Phonics Library	0-618-16205-4	57
ELA	Junior Great Books	1-880-0323-02-8	71
ELA	Spotlight on Standards Reader:Reflection	0-15-348999-5	22
ELA	Seeing is Believing/ScottForesman	0-328-03937-3	4
Brookside Elementary School			
Class / Department	Title of Item to be Retired	ISBN	Qty of EACH
3rd grade Science	Harcourt Science	0-15-317654-7	15
3rd grade Science	Foss Science Resources	1-59242-995-5	101
4th grade Science	Foss Science Resources	1-59242-996-3	30

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.j. APPROVE DISPOSAL OF SURPLUS AND OBSOLETE PERSONAL PROPERTY – TECHNOLOGY EQUIPMENT

CONSENT

ISSUE: Shall the Board approve the sale and/or disposal of obsolete and non-repairable technology equipment per the provisions of Education Code (EC) Section 17546?

BACKGROUND: Over the past year the District has accumulated surplus technology equipment which is obsolete, non-repairable, or no longer suitable for instructional use. The District's technology department has compiled the accompanying list of this equipment and is requesting authorization for its sale and/or disposal as authorized by EC 17546.

The District has historically used the services of an environmentally friendly certified eWaste recycler to pick up and dispose of obsolete electronic equipment. Funded through the CA eWaste tax, the District receives \$0.10 per pound for CRT's and general computer equipment, and \$0.50 per pound for laptops. It is anticipated that the total amount that will be received for the listed equipment will be less than \$2500.

EC 17546 provides that if the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$2,500, it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

FISCAL IMPACT: It is estimated that the amount that will be received from the disposal of the listed equipment will be \$1500, which will be deposited in the General Fund.

ALTERNATIVES:

1. Declare the attached list of obsolete equipment as surplus, and authorize the Director of Educational Technology to arrange for its sale and disposal per the provisions of EC 17546.
2. Do not declare the attached list of obsolete equipment as surplus.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information 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	_____	_____	_____	_____

Board Meeting, June 18, 2019 - Disposal of Surplus/Obsolte Equipment (Page 1 of 2)

APPLE MACBOOKS

Asset Tag S/N

T-0447	
T-1158	WQ9210A69GU
T-2610	W8921VFT9GU
T-2644	
T-1229	459461EL9GU
T-1231	459461DB9GU
T-1228	W89361HU9GU
T-0356	W88255CD0P1
T-0741	
T-6271	
T-1153	WQ9210759GU
T-2606	WQ9210709GU
T-1223	459500NX9GU
T-2623	WQ9210659GU
T-2618	WQ92109A9GU
T-1112	
T-2625	WQ92106W9GU
T-1159	WQ92109R9GU
T-1127	
T-2994	WQ9213EG9GU
T-1259	WQ9213GL9GU
T-1215	4595004S9GU
T-2612	W8921VDU9GU
T-2611	WQ9210849GU
T-1660	WQ9213GM9GU
T-1118	WQ9210879GU
T-1119	WQ92105W9GU
T-2721	WQ9213JW9GU
T-2683	
T-1142	
T-2621	WQ92109G9GU
T-2619	WQ9210459GU
T-2608	WQ92101E9GU
T-3025	
T-2613	WQ92101C9GU
T-2615	WQ9210949GU
T-2614	WQ92109W9GU
T-1222	459500R99GU
T-1152	WQ92109Z9GU
T-2620	
T-1134	
T-2624	WQ92101F9GU
T-1217	459500S49GU
T-1274	WQ9213GT9GU

APPLE MACBOOKS

Asset Tag S/N

T-2617	WQ92107S9GU
T-2622	WQ9210339GU
T-2616	WQ92106Q9GU
T-1116	WQ92108E9GU
T-3419	
T-0391	
T-0059	
T-0329	
T-2535	
T-2544	
T-1113	WQ92105J9GU
T-0358	
T-1160	WQ9210929GU
T-1214	
T-2725	WQ9213KZ9GU
T-1151	WQ92109P9GU
T-1157	WQ92109K9GU
T-1154	WQ92109U9GU
T-1317	450235JZFYN
T-1321	450235HJFYN
T-1315	450235Q2FYN
T-1316	450235QDFYN
T-1312	450235JYFYN
T-1314	450235Q4FYN
T-0007	
T-0443	W8830HPV0P1
T-0377	
T-0451	
T-0430	

APPLE IMACS

T-1428	H0019016E86
T-1072	W8917JZW0TF
T-1462	H00345S5E86
T-1078	YM9109KF0TG
T-1102	W8917F5X0TF
T-0492	QP8300K1ZE5
T-0491	QP83025PZE5
T-0489	QP830246ZE5
T-1079	QP82704T0KM
T-1656	W8917HN50TF
T-3722	W87430MJX8A
T-3841	W87322XXX88
T-3679	W87322W3X88

APPLE IMACS

Asset Tag S/N

T-3689	W87322YFX88
T-3706	W87322X4X88
T-0499	QP83025QZE5
T-1437	H00266WSE86
T-1379	H00241DYE86
T-1459	H00345S8E86
T-1461	H00345S3E86
T-1464	H00345SCE86
T-0502	QP83022HZE5
T-0310	QP82620LZE5
T-1098	W8917FA20TF
T-2935	H00345S9E86
T-1432	H00266HFE86
T-1466	H00345SGE86
T-1471	H00345SPE86
T-1077	W8917EF10TF
T-0087	QP8261ZLZE5
T-1455	H00345SHE86
T-0304	QP82614VZE5
T-1373	H00241CJE86
T-1378	H00241CQE86
T-0277	QP8261VSZE6
T-0256	QP8261CWZE6
T-0270	QP8261VNZE6
T-1427	H00266GXE86
T-0253	QP8261VQZE6
T-0274	QP8261BYZE6
T-0275	QP8261CHZE6
T-3699	W87322VXX88
T-3693	W87322W2X88
T-1414	H00266KVE86
T-0251	QP8261D0ZE6
T-1438	H001901AE86
T-1411	H00266GEE86
T-1436	H001901BE86
T-1421	H001902AE86
T-1425	H00266HSE86
T-1418	H001901PE86
T-1408	H00266KKE86
T-1400	H0024092E86
T-1416	...XE86
T-1420	H00266HQE86
T-0498	QP83024UZE5
T-1406	H00266HYE86

Board Meeting, June 18, 2019 - Disposal of Surplus/Obsolete Equipment (Page 2 of 2)

VIEWSONIC VGA MONITORS

Asset Tag S/N

QZR091680808
QZR091680597
QZR091680550
QZR091680538
QZR091680588
QZR091680603
QZR091680574
QZR091680820

SMART RESPONSE XE SYSTEM

Asset Tag S/N

T-3018 H012DA22E0346

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.k. APPROVE DESIGNATION OF THE 2019-2020 DISTRICT/SCHOOL REPRESENTATIVES TO CALIFORNIA INTERSCHOLASTIC FEDERATION LEAGUES

CONSENT

ISSUE: Shall the Board of Education appoint a representative and alternate for Oak Park High School to the California Interscholastic Federation (CIF) Leagues for the 2019-2020 school year?

BACKGROUND: Education Code 33353(a)(1) requires the Board of Education to approve the appointment of individuals by name or by title who will be school representatives to the athletic leagues for the upcoming year. If a governing board does not take appropriate action to designate representatives, CIF is required to suspend voting privileges for the affected schools.

ALTERNATIVES:

1. Approve appointment of Tim Chevalier as representative and Jason Meskis as alternate for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2019-2020 school year.
2. Do not approve appointment of Tim Chevalier as representative and Jason Meskis as alternate for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2019-2020 school year.
3. Board of Education can approve appointment of an alternative representative of their choice.

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	_____	_____	_____	_____



TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: ROGER L. BLAKE

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 15, 2019

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2019-2020**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than June 28, 2019 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

2019-2020 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2019.**

Oak Park Unified _____ School District/Governing Board at its June 18, 2019 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2019-2020 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE Tim Chevalier POSITION Athletic Director
ADDRESS 899 Kanan Road CITY Oak Park ZIP 91377
PHONE 818-735-3300 FAX 818-707-7970 E-MAIL tchevalier@opusd.org

NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE Jason Meskis POSITION Assistant Principal
ADDRESS 899 Kanan Road CITY Oak Park ZIP 91377
PHONE 818-735-3300 FAX 818-707-7970 E-MAIL jmeskis@opusd.org

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Anthony Knight, Ed.D. Signature _____

Address 5801 Conifer Street City Oak Park Zip 91377

Phone 818-735-3206 Fax 818-879-0372

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**

CIF SECTION OFFICES

CIF CENTRAL SECTION

Jim Crichlow, Commissioner
P.O. Box 1567
Porterville, CA 93258
Phone: (559) 781-7586
Fax: (559) 781-7033

CIF CENTRAL COAST SECTION

Duane Morgan, Commissioner
333 Piercy Road
San Jose, CA 95138
Phone: (408) 224-2994
Fax: (408) 224-0476

CIF LOS ANGELES SECTION

John Aguirre, Commissioner
10660 White Oak Avenue, Suite 216
Granada Hills, CA 91344
Phone: (818) 767-0800
Fax: (818) 767-0802

CIF NORTH COAST SECTION

Gil Lemmon, Commissioner
5 Crow Canyon Court, Suite 209
San Ramon, CA 94583
Phone: (925) 263-2110
Fax: (925) 263-2120

CIF NORTHERN SECTION

Elizabeth Kyle, Commissioner
2241 St. George Lane, Suite 2
Chico, CA 95926
Phone: (530) 343-7285
Fax: (530) 343-5619

CIF OAKLAND SECTION

Sonjha Phillips, Commissioner
1000 Broadway, Ste. 150
Oakland, CA 94607
Phone: (510) 879-2846
No fax number

CIF SAC-JOQUIN SECTION

Michael Garrison, Commissioner
P.O. Box 289
Lodi, CA 95241
Phone: (209) 334-5900
Fax: (209) 334-0300

CIF SAN DIEGO SECTION

Jerry Schniepp, Commissioner
3636 Camino Del Rio North #200
San Diego, CA 92108
Phone: (858) 292-8165
Fax: (858) 292-1375

CIF SAN FRANCISCO SECTION

Don Collins, Commissioner
555 Portola Drive, Bungalow 2
San Francisco, CA 94131
Phone: (415) 920-5185
Fax: (415) 920-5189

CIF SOUTHERN SECTION

Rob Wigod, Commissioner
10932 Pine Street
Los Alamitos, CA 90720
Phone: (562) 493-9500
Fax: (562) 493-6266

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.1.1. APPROVE RENEWAL AGREEMENT WITH INTERQUEST DETECTION CANINES FOR SERVICES AT OAK PARK HIGH SCHOOL, OAK VIEW HIGH SCHOOL, AND MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board of Education approve the renewal agreement with Interquest Detection Canines of Los Angeles, California, for services at Oak Park High School, Oak View High School, and Medea Creek Middle School for the 2019-20 school year?

BACKGROUND: The Principals of Oak Park High School, Oak View High School, and Medea Creek Middle School would like to renew the existing agreement with Interquest Detection Canines of Los Angeles, California, for canine detection services, including classrooms inspections, for the 2019-20 school year. The cost of these services is funded by the Oak Park High School and Medea Creek Middle School Parent Faculty Association, who have included the anticipated expense in their annual budget. There is no change in cost from last year. The agreement is for 10 half visits at the rate of \$245 per visit with the provision for the schools to increase the number of visits as needed. The Service agreement is included for the Board's review.

ALTERNATIVES:

1. Approve the renewal agreement with Interquest Detection Canines of Los Angeles, California, for services at Oak Park High School, Oak View High School, and Medea Creek Middle School for the 2019-20 school year.
2. Do not approve the renewal agreement with Interquest Detection Canines.

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	_____	_____	_____	_____

**West Coast Protection LLC
(DBA: Interquest Detection Canines)**

**Oak Park Unified School District
(the District)**

This shall serve as an agreement by and between Interquest Detection Canines and the District for substance awareness and detection services is for the period of September 2019 through June 2020.

It is understood that the District has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the District's desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on unannounced basis under the auspices and direction of the District administration with INTERQUEST acting as an contractors of the District while conducting such inspections. Communal areas, classrooms, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by District officials, shall be subject to inspection. Contraband detected on District property is the responsibility of the District.

INTERQUEST policy precludes the use of detection canines to "sniff" individuals under any circumstances.

INTERQUEST agrees to provide 10 Half DAY visits for the duration of the contract. The District may increase the total number of visits by notifying INTERQUEST in writing. Each visit will be \$245.00 visit. Multiple canine teams will be charged on a per team basis. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The District agrees to pay for services within thirty (30) days of receipt of such invoice.

Upon entering into this Agreement, DISTRICT shall provide INTERQUEST with a school calendar denoting inappropriate canine visit dates during the school year. The calendar will serve as an addendum to this Agreement. INTERQUEST will schedule visits based on available dates as reflected on the calendar. Service will not be scheduled until the calendar is received.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and regional regulatory agencies as required. Detection canines are certified as reliable by the United States of America Detection Dog Association. All employees are registered with the Department of Justice in accordance with California Education Code requirements.

INDEPENDENT CONTRATOR STATUS

While performing its obligations under this agreement, INTERQUEST is an independent contractor and not an officer, employee or agent of the DISTRICT. INTERQUEST shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the DISTRICT.

INDEMNIFICATION

INTERQUEST agrees to indemnify, defend, and hold harmless the DISTRICT, its officers, agents, and employees from and against any and all liability, loss, damage, or expenses for claims for damages including but not limited to, bodily injury, death, personal injury or property damage, to the extent that such liability, loss damage or expense is directly and proximately caused by the negligence or wrongful acts of the INTERQUEST operations, or its services hereunder, including any workers' compensation suits, liability or expense, arising from or connected with services performed by or on behalf of INTERQUEST by any person pursuant to this agreement. INTERQUEST further agrees to pay on behalf of the DISTRICT any and all claims, damages, judgments, defense costs, adjuster fees and attorney fees directly resulting there from.

INSURANCE

Without limiting INTERQUEST's indemnification of the DISTRICT, INTERQUEST shall provide and maintain at its own expense during the term of this agreement the following program(s) of insurance covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the DISTRICT and evidence of such programs satisfactory to the DISTRICT shall be delivered to the DISTRICT on or before the effective date of this agreement. Such evidence shall specifically identify this agreement and shall contain express conditions that the DISTRICT is to be given written notice at least thirty (30) days in advance of any modifications or termination of any program of insurance.

- GENERAL LIABILITY – A program including, but not limited to, comprehensive general endorsed for contractual liability coverages, with a combined single limit of not less than \$4,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents and employees as an Additional Insured.

- AUTOMOBILE LIABILITY – A program including, but not limited to, comprehensive automobile liability with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents, and employees as Additional Insured.

- WORKERS' COMPENSATION – A program of workers' compensation insurance shall be in force and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers all persons providing services by or on behalf of INTERQUEST and all risks to such persons under this agreement.

Satisfactory evidence of the above required insurance programs shall be in the form of a Certificate of Insurance along with the appropriate policy endorsements affording Additional Insured Coverage.

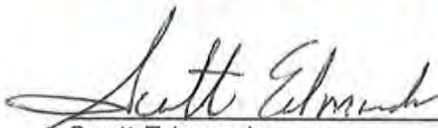
INTERQUEST DETECTION CANINES

FOR THE SCHOOL:

By _____
Superintendent

By _____
Assistant Secretary

DATE: _____



Scott Edmonds
President

DATE: 5/20/19

Please return one (1) copy of this Agreement and your District calendar in the enclosed envelope. Retain the other copy for school files.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

**SUBJECT: B.1.m. APPROVE NOTICE OF COMPLETION, MEASURE R PROJECT
17-03R, ART COURT FACILITY IMPROVEMENTS AT OAK PARK
HIGH SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 17-03R, Art Court Facility Improvements at Oak Park High School?

BACKGROUND: On August 21, 2018, the Board of Education authorized and awarded Project 17-03R, Art Court Facility Improvements at Oak Park High School, contracted with NSP3, and Hughes General Engineering, Inc.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-03R, Art Court Facility Improvements at Oak Park High School, contracted with NSP3 of Redding, California, and Hughes General Engineering of Camarillo, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

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

That on or about August 21, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with NSP3 of Redding, California and Hughes General Engineering of Camarillo, California for Project 17-03R, Art Court Facility Improvements on certain real property hereinbefore described: that said building and improvements were actually completed on June 18, 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, MEASURE R PROJECT 17-03R,
ART COURT FACILITY IMPROVEMENTS
AT OAK PARK HIGH SCHOOL**

PROJECT NUMBER AND TITLE

TITLE: MEASURE R PROJECT 17-03R, ART COURT FACILITY IMPROVEMENTS
AT OAK PARK HIGH SCHOOL

DESCRIPTION: ART COURT FACILITY IMPROVEMENTS AT OAK PARK HIGH SCHOOL

DATE OF BOARD AUTHORIZATION: AUGUST 21, 2018

PROJECT BUDGET

AMOUNT: \$112,000

DATE OF AUTHORIZATION: AUGUST 21, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: AUGUST 21, 2018

CONTRACTOR INFORMATION

COMPANY NAME: NSP3

ADDRESS: REDDING, CALIFORNIA

COMPANY NAME: HUGHES GENERAL ENGINEERING, INC.

ADDRESS: CAMARILLO, CALIFORNIA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT (NPS3): \$50,074

ORIGINAL CONTRACT AMOUNT (HUGHES): \$8,450

CONTRACTORS CHANGE ORDERS

NUMBER OF CHANGE ORDERS: N/A

NOTICE OF COMPLETION

DATE OF APPROVAL: JUNE 18, 2019

FINAL CONTRACT AMOUNT (NPS3): \$50,074

FINAL CONTRACT AMOUNT (HUGHES): \$8,450

DSA PROJECT CERTIFICATION

DATE OF APPROVAL LETTER: MAY 9, 2019

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.1.n. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-05S, EMERGENCY TRELLIS AND BEAM REMOVAL AT MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School, contracted with Omega Construction Company Inc.?

BACKGROUND: On April 23, 2019, the Board of Education authorized the award of a contract for Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School, contracted with Omega Construction Company, Inc.

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

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

ALTERNATIVES: 1. Approve the Notice of Completion for Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School, contracted with Omega Construction Company, Inc. of Northridge, California.

2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

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 April 23, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction Company Inc., of Northridge, California for Project 19-05S, Emergency Trellis and Beam Removal, on certain real property hereinbefore described: that said building and improvements were actually completed on June 4, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

**NOTICE OF COMPLETION, PROJECT 19-05S, TRELLIS REMOVAL
AND REPAIRS AT MEDEA CREEK MIDDLE SCHOOL**

PROJECT NUMBER AND TITLE

TITLE: PROJECT 19-05S TRELLIS REMOVAL AND REPAIRS AT MEDEA CREEK MIDDLE SCHOOL
DESCRIPTION: REMOVAL OF TRELLIS AT SEVERAL LOCATIONS ON CAMPUS, AND STUCCO REPAIR.
DATE OF AUTHORIZATION: APRIL 23, 2019

PROJECT BUDGET

AMOUNT: \$70,880
DATE OF AUTHORIZATION: APRIL 23, 2019

AWARD OF CONTRACT

DATE OF BOARD AWARD: APRIL 23, 2019

CONTRACTOR INFORMATION

COMPANY NAME: OMEGA CONSTRUCTION COMPANY INC.
LOCATION: NORTHRIDGE, CA
COMPANY NAME: MERIT METAL PRODUCTS, INC.
LOCATION: OXNARD, CA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$57,000
ORIGINAL CONTRACT AMOUNT: \$13,880

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: JUNE 4, 2019
FINAL CONTRACT AMOUNT: \$70,880

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.o. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-06S, INTERACTIVE FLAT PANEL DISPLAY REFRESH/REPLACEMENT AT OAK HILLS ELEMENTARY SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School, contracted with STS Education?

BACKGROUND: On April 23, 2019, the Board of Education authorized the award of a contract for Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School, contracted with STS Education.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School, contracted with STS Education of Simi Valley, 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	_____	_____	_____	_____

Notice of Completion

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

Description: Oak Hills Elementary School, 1010 Kanan Road, Oak Park, CA 91377

That on or about April 23, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with STS Education of Simi Valley, California for Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School, contracted with STS Education, on certain real property hereinbefore described: that said building and improvements were actually completed on June 4, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

**NOTICE OF COMPLETION, PROJECT 19-06S,
INTERACTIVE FLAT PANEL DISPLAY REFRESH/REPLACEMENT AT OAK HILLS
ELEMENTARY SCHOOL**

PROJECT NUMBER AND TITLE

TITLE: PROJECT 19-06S, INTERACTIVE FLAT PANEL DISPLAY REFRESH/REPLACEMENT AT OAK HILLS
ELEMENTARY SCHOOL

DESCRIPTION: REPLACEMENT OF SMARTBOARDS TO PROMETHEON BOARDS DUE TO
INSTALLATION CONCERNS AT OAK HILL ELEMENTARY SCHOOL

DATE OF AUTHORIZATION: APRIL 23, 2019

PROJECT BUDGET

AMOUNT: \$82,408.52

DATE OF AUTHORIZATION: APRIL 23, 2019

AWARD OF CONTRACT

DATE OF BOARD AWARD: APRIL 23, 2019

CONTRACTOR INFORMATION

COMPANY NAME: STS EDUCATION

LOCATION: SIMI VALLEY, CA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$82,408.52

CONTRACTORS CHANGE ORDERS (IF APPLICABLE)

NUMBER OF CHANGE ORDERS:

TOTAL COST OF ALL CHANGE ORDERS:

REVISED CONTRACT AMOUNT: \$

NOTICE OF COMPLETION

DATE OF APPROVAL: JUNE 4, 2019

FINAL CONTRACT AMOUNT: \$79,708.52

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.p. APPROVE RESOLUTION NO. 19-14, APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2019-20

CONSENT

ISSUE: Shall the Board of Education authorize transfers of budget appropriations and budgeted transfers of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another?

BACKGROUND: Certain interfund transfers are budgeted each year such as deferred maintenance, or District contributions for technology. This resolution authorizes the business office to make transfers when the funds are needed. During the year, as expenditures are made and income received, it is often necessary to make revisions to line item budgets. These revisions are generally a shifting of appropriations from one major object code to another without increasing the site or program allocation. These types of revisions keep the line item budget appropriation and expenditures in balance.

FINANCIAL IMPACT: None

ALTERNATIVES: 1. Adopt Resolution No. 19-14 Appropriation and Budgeted Transfers for 2019-20.
2. Do not adopt Resolution No. 19-14.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 19-14

APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2019-20

WHEREAS, the Oak Park Unified School District budgets certain transfers and revises its appropriation budgets periodically to permit the payment of obligations of the district, and

WHEREAS, the District may authorize a district employee to make such transfers between the budgeted classifications and/or funds in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another,

THEREFORE, BE IT RESOLVED that the Oak Park Unified School District authorizes the transfers necessary to permit business as usual during the 2019-20 fiscal year. These transfers are to be presented to the Governing Board for ratification at the next regularly scheduled board meeting.

ADOPTED this 18th day of June 2019, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, Ed.D., SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.q. APPROVE RESOLUTION NO. 19-15, TEMPORARY LOANS BETWEEN DISTRICT FUNDS FOR FISCAL YEAR 2019-20

CONSENT

ISSUE: Shall the Board of Education adopt Resolution No. 19-15 to authorize temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenues?

BACKGROUND: In the past, it has been necessary for the General Fund to borrow from other District funds in order to meet financial obligations. The General Fund receives its major tax receipt deposits in December and April, and the temporary loans permit payments to retail vendors and for employee payroll to continue during the low cash flow months.

During the 2019-20 fiscal year, the District will be participating in a Revenue and Tax Anticipations Note (TRAN) program, which helps alleviate cash flow issues. It is still prudent, however, to have this resolution on file should the need arise. This resolution will enable the Administration to transfer the necessary funds to ensure continued business as usual. The resolution allows temporary loans between the General Fund and other funds until State revenues are received.

ALTERNATIVES: 1. Adopt Resolution No. 19-15, Temporary Loans Between District Funds.
2. Do not adopt Resolution No. 19-15.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 19-15

TEMPORARY LOANS OF FUND MONIES FISCAL YEAR 2019-20

WHEREAS, pursuant to Education Code section 42603, the governing board of any school district may direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of monies held in any fund or account during a current fiscal year may be transferred.

WHEREAS, when there are insufficient funds to meet district obligations in the fund, and

WHEREAS, funds can be temporarily transferred from one or more funds to another fund of the district to be used for the payment of district obligations, and

WHEREAS, repayment of the temporary loan will be made from income received,

THEREFORE, BE IT RESOLVED that the Board of Education of the Oak Park Unified School District authorizes the temporary transfer of cash from one district fund to another in order to meet the financial obligations of the District as the need may arise during the 2019-20 fiscal year.

ADOPTED this 18th day of June 2019, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.r. APPROVE RESOLUTION NO. 19-16, YEAR END BUDGET AND INTERFUND TRANSFERS FOR FISCAL YEAR 2018-19

CONSENT

ISSUE: Shall the Board of Education authorize the Director of Fiscal Services to make any and all necessary budget transfers as required to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2019?

BACKGROUND: As the District closes its financial books for 2018-19, certain budget transfers must occur to permit the payment of obligations incurred during the fiscal year. Much of the work closing the books occurs during summer months when the Board is not in session. It is therefore necessary for the Board to authorize an employee to make these budget transfers. Accordingly, the Administration recommends that the Board adopt Resolution No. 19-16, authorizing the Director of Fiscal Services to make any and all necessary budget transfers to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2019.

FINANCIAL IMPACT: None.

ALTERNATIVES:

1. Adopt Resolution No. 19-16, Year End Budget and Interfund Transfers for fiscal year 2018-19.
2. Do not adopt Resolution No. 19-16.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 19-16

YEAR END BUDGET AND INTERFUND TRANSFERS FISCAL YEAR 2018-19

BE IT RESOLVED that the Oak Park Unified School District Board of Education does hereby authorize the Director of Fiscal Services to make any and all necessary budget transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications or balance of any expenditure classification of the budget of the district for the year ending June 30, 2019, as necessary to permit the payment of obligations incurred by the District.

PASSED AND ADOPTED this 18th day of June 2019, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, Ed.D., SUPERINTENDENT
DATE: JUNE 18, 2019
**SUBJECT: B.1.s. APPROVE RESOLUTION NO. 19-17, AUTHORITY TO IMPROVE
COMPENSATION FOR CERTAIN CATEGORIES OF EMPLOYEES
AFTER JULY 1, 2019**

CONSENT

ISSUE: Shall the Board adopt Resolution No. 19-17, reserving the right to grant future compensation improvements to employees not covered by labor contracts?

BACKGROUND: In accordance with information received from the Ventura County Office of Education, it is requested that the Board of Education take action to reserve the right and maintain the authority to improve compensation for certain categories of unrepresented employees after July 1, 2019.

It is recommended that the Board approve the following Resolution No. 19-17, reserving the right to grant to unrepresented employees, including those who are members of the confidential, supervisory, and management groups, and as such are not covered by labor contracts, the right to compensation improvements. This Resolution would remove any doubt that the Board of Education has the right to improve compensation to non-represented employees on or after July 1, 2019, and to set the amounts and effective date of any such improvements. Approval of this resolution is required by law and provides maximum flexibility to revise compensation schedules following final state budget decisions and completion of collective bargaining contract negotiations.

ALTERNATIVES:

1. Adopt Resolution No. 19-17, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2019.
2. Do not adopt Resolution No. 19-17.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 19-17

**AUTHORITY FOR THE BOARD OF EDUCATION TO IMPROVE COMPENSATION FOR
CERTAIN CATEGORIES OF EMPLOYEES AFTER JULY 1, 2019**

THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT HEREBY RESERVES the right to grant to unrepresented employees, including those who are members of the confidential, supervisory, and management groups, and as such are not covered by labor contracts, the right to compensation improvements. This Resolution would remove any doubt that the Board of Education has the right to improve compensation to non-represented employees on or after July 1, 2019, and to set the amounts and effective date of any such improvements.

WHEREAS, unrepresented employees, including those who are in confidential, supervisory, or management positions, whether certificated or classified, and as such, not members of collective bargaining units, and their compensation is not negotiated in labor contracts; and,

WHEREAS, the Board of Education believes that compensation consideration should be given to unrepresented employees, including those who are in confidential, supervisory, or management positions, whether certificated or classified,

THEREFORE, BE IT RESOLVED that the Board of Education of the Oak Park Unified School District reserves the right to consider and to improve compensation to one or all of the unrepresented employee groups, including those who are in confidential, supervisory, or management positions, in Fiscal Year 2019-20 and to make any such salary and benefits improvements effective July 1, 2019, or at any date thereafter during Fiscal Year 2019-20.

ADOPTED this 18th day of June 2019, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.1.t. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL AND RESIDENTIAL PLACEMENT AND SERVICES FOR SPECIAL EDUCATION STUDENT (#6 18/19)

CONSENT

ISSUE: Shall the Board of Education approve this contract for non-public school and residential placement and services for this student?

BACKGROUND: The residential placement for this nine-year-old fourth grade student was recently changed by the IEP team to Oak Grove Center in Murrieta, California. Oak Grove Center is certified by the state as a residential placement and has a certified non-public school on-site.

FISCAL IMPACT: The cost for the nonpublic school placement for the remainder of the 2018-2019 school year until June 30, 2019 is \$4,620.00 and the cost for room and board and mental health services is \$24,781.48. The District will receive an estimated \$800.00 in LCFF funds for students in grades 4-6. In addition, the SELPA will reimburse the District for 50% of the costs for mental health support and room and board ((\$12,390.74) for a total reduction in costs to \$11,590.74. Funding sources include state and federal special education funds and general fund contribution.

ALTERNATIVES:

1. Approve this contract for residential and non-public school placement and services for this student.
2. Do not approve this contract for residential and non-public school placement and services for this student.

RECOMMENDATION: Alternative #1

Prepared by: Susan Roberts, Director of Pupil 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	_____	_____	_____	_____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on April 22, 2019 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@opusd.org	
Student Last Name		Student First Name	
Grade	4	D.OB.	Sex
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency		Oak Grove Center (#6 18/19)	
Address		24275 Jefferson Ave, Murrieta, CA 92562	
City, State, Zip			
IEP Coordinator Name			
Phone	(951) 677-5599	Fax	
E-Mail			
Program Administrator Name		Thad Snow	
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	33	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20	Number of Weeks	
Contract Begins	April 22, 2019	Ends	June 30, 2019

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>				140.00		33		\$4,620.00
B. RELATED SERVICES								
1. Mental Health Support								
2. Room and Board				\$9,912.59 per month	2 ½ months			\$24,781.48

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.1.u. APPROVE CONTRACT FOR NON-PUBLIC AGENCY SERVICES FOR SPECIAL EDUCATION STUDENT (#7 18/19)

CONSENT

ISSUE: Shall the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: This 10-year-old, fourth-grade student with special needs has been attending school outside of the District, as placed by her IEP team. In her current setting, the student did not receive speech/language services outlined in her IEP for a portion of the 2018-2019 school year due to staffing issues (there is a statewide shortage of speech/language pathologists). Protocol Agency is a non-public agency who has a Master contract with Ventura County SELPA through whom the student will receive compensatory speech/language services.

FISCAL IMPACT: The cost for the non-public agency services will be \$977.50. In addition, the parent will be reimbursed for mileage (\$138.74) to transport student from Oak Park to speech/language sessions. Thus, the total fiscal impact will be \$1116.24. Funding sources include state and federal special education funds and general fund contribution.

ALTERNATIVES: 1. Approve this contract for non-public agency services for this student.
2. Do not approve this contract for non-public agency services for this student.

RECOMMENDATION: Alternative #1

Prepared by: Jennifer Golden, Program Specialist

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	_____	_____	_____	_____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on June 1, 2019 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 E. Conifer St.	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Jennifer Golden	
Phone and E-Mail		818 735-3224; jgolden@opusd.org	
Student Last Name	[REDACTED]	Student First Name	[REDACTED]
Grade	4	D.O.B.	[REDACTED]
Sex	() M (X) F		
Parent/Guardian Last Name		Parent/Guardian First Name	
[REDACTED]		[REDACTED]	
Address		[REDACTED]	
City, State, Zip		[REDACTED]	
Home Phone	[REDACTED]	Work	[REDACTED]
Cell	[REDACTED]		
Parent/Guardian Last Name		Parent/Guardian First Name	
[REDACTED]		[REDACTED]	
Address		Same as above	
City, State, Zip		[REDACTED]	
Home Phone	[REDACTED]	Work	[REDACTED]
Cell	[REDACTED]		

Nonpublic School/Agency		Protocol Agency, Inc.	
Address		27001 Agoura Rd., Ste 210	
City, State, Zip		Calabasas, CA 91301	
IEP Coordinator Name		Agency contact: Ron Miller	
Phone	[REDACTED]	Fax	[REDACTED]
E-Mail		rjm@protocolagency.com	
Program Administrator Name		Provider: Alisa Hewitt, MA-CCC/SLP	
Phone	323-924-9464 (office)	Fax	[REDACTED]
E-Mail		talk2us@lataalkspot.com	
Education Schedule – Regular School Year			
Number of Days	[REDACTED]	Number of Weeks	[REDACTED]
Education Schedule – Extended School Year			
Number of Days	[REDACTED]	Number of Weeks	[REDACTED]
Contract Begins	[REDACTED]	Ends	[REDACTED]

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>								
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								

SERVICES	PROVIDER NPS	NPA	OTHER Specify	Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
						Reg School Year	ESY	
3. Speech/Language a. Group b. Individual c. Consultation		Group		\$85/hour	690 minutes total			977.50
4. Occupational Therapy a. Therapy b. Consultation								
5. Physical Therapy a. Therapy b. Consultation								
6. Intensive Individual Services								
7. Other								
8. Educationally Related Social/Emotional Services (ERSES):								
a. Individual Counseling								
b. Counseling & Guidance								
c. Parent Counseling								
d. Social Work Services								
e. Behavior Intervention Services								
9. Residential Services* a. Room and Board b. 24/7 ERSES								
TOTAL COST								\$977.50

*Educationally Related Social/Emotional Services (ERSES) in a Residential Treatment Center (RTC) are provided in an integrated, intensive, educationally related therapeutic residential setting; which includes social emotional/behavior support through individual counseling, group counseling, and social work services, as appropriate. It is a collaborative model which includes educational professionals and related service providers, where all supports and services are integrated in the RTC program.

Board and Care paid for up to 365 days with a maximum of ____days payment per student, per contract year, if a bed is unoccupied due to home visits of a therapeutic nature. Room and Board and mental health rates are all inclusive in a Residential Setting.

ESTIMATED MAXIMUM RELATED SERVICES COST \$ 977.50

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS \$

Other Provisions/Attachments:

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

Protocol

Oak Park Unified School District

(Name of Nonpublic School/Agency)

(Name of LEA)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

Anthony W. Knight Ed.D.

(Name of Superintendent or Authorized Designee)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.v. APPROVE RENEWAL AGREEMENT WITH VENTURA COUNTY OFFICE OF EDUCATION FOR 2019-20 ESCAPE FINANCIAL AND PAYROLL/PERSONNEL SYSTEM SERVICES

CONSENT

ISSUE: Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide financial and payroll/personnel data processing services for the 2019-20 fiscal year?

BACKGROUND: The District has historically contracted annually with VCOE to provide data processing services. The scope of these services currently includes the hosting and support of the Escape Financial and Payroll/Personnel Systems. The current contract with VCOE for these services expires June 30, 2019. The fee for services is calculated on the District's prior year P-2 ADA, and VCOE has proposed to renew the agreement for the 2019-20 fiscal year in the amount of \$44,360.50 (2018-19 P-2 ADA [4436.05] x \$10.00). A copy of the renewal agreement follows for the Board's review.

FISCAL IMPACT: The cost of the proposed services is included in the Business and Administrative Services departmental budget for 2019-20.

ALTERNATIVES:

1. Approve the renewal agreement with VCOE to provide financial and payroll/personnel data processing services for the 2019-20 fiscal year.
2. Do not approve the renewal.

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	_____	_____	_____	_____



Ventura County Office of Education
5189 Verdugo Way
Camarillo, CA 93012



AGREEMENT FOR ESCAPE FINANCIAL & PAYROLL/PERSONNEL SYSTEM

This agreement is made between the Oak Park USD of Ventura County, hereinafter referred to as "LEA," and the Ventura County Office of Education, hereinafter referred to as "VCOE."

It is Hereby Agreed between the Parties as Follows:

1. Time Period

VCOE agrees to furnish the LEA services in processing and reporting for the fiscal year July 1, 2019 through June 30, 2020 and thereafter on a yearly basis unless written notice to the contrary is received by VCOE prior to the fifteenth of January of any year in which the services are rendered.

2. Services Provided

VCOE shall provide services and transactions available in the Escape Financial & Payroll/Personnel System. Secured access through VPN and two-factor authentication.

3. Exclusions

Software support does not include:

- A. Programming required because of changes in computer equipment or configuration.
- B. Problems resulting from equipment failure.
- C. Unauthorized alterations to the programs.

4. Charges

Charges will be determined by multiplying the LEA's prior year P-2 ADA as of June 1 of the prior fiscal year by an ADA factor from the following table.

LEA P2 ADA	Per ADA Factor	TOTAL FEE FOR 19-20
4436.05	\$10.00	\$44,360.50

5. Payment Schedule

The District agrees that the ADA based fees shall be paid in a single installment once invoiced and payable no later than December.

Approved this _____ day of _____, 20 _____.

LEA Authorized Representative

Approved this _____ day of _____, 20 _____.

VCOE Authorized Representative

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.w. CERTIFY 2018-19 ANNUAL ATTENDANCE REPORT

CONSENT

ISSUE: Shall the Board receive and certify the 2018-19 Annual Attendance Report recording the District's Average Daily Attendance (ADA) ending with the tenth and final school month of the reporting period?

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

The third reporting period of the 2018-19 school year concluded at the end of May 2019, and the District's Annual ADA Report is now provided for the Board's review and certification.

FISCAL IMPACT: None; ensures compliance with statutory attendance reporting requirements.

RECOMMENDATION: Certify the 2018-19 Annual Attendance Report.

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Certification

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

Annual

CDS CODE 56 73874

E0964948

Attendance School District

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

School District Superintendent: _____

Date: _____

6/12/19

County Superintendent of Schools: _____

Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Byron Jones

PHONE (818)735-3244 * 0244

FAX _____

E-Mail bsjones@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: E0964948

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,053.48	962.93	748.08	1,655.89	4,420.38
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	0.97	0.62	0.20	0.31	2.10
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.77	0.00	1.09	1.86
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.11	0.00	0.12	0.23
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	1,054.45	964.43	748.28	1,657.41	4,424.57
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	5.33	24.79	38.76	136.19	205.07
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: E0964948

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	64.60				64.60
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				36.52	36.52
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: E0964948

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

Attendance School District

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: E0964948

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.1.x. APPROVE MASS COMMUNICATIONS SERVICES AGREEMENT WITH PARENT SQUARE INC.

CONSENT

ISSUE: Shall the Board approve a service agreement with the Parent Square Inc. to provide mass communications services (mass emails, robo-calls, emergency text messages, etc.) for the 2019-20 fiscal year?

BACKGROUND: The District has in the past contracted annually with West Interactive Services (School Messenger) to provide communications services for all school sites and the District. School parents groups have been using Parent Square Inc., to communicate with parents at the District's elementary schools. In an effort to consolidate and streamline the communications platform in a private, secure, and by-invitation-only system, the District has contracted with Parent Square Inc. to offer these services for the District. The attached contract offers the addition of automated notifications at a cost commensurate with our former vendor and in addition to being used for Emergency messaging (via text message), and district and school messaging, Parent Square will also be used for absence notifications, reporting overdrawn lunch account balances, electronic forms signing, online payments and donation collection, and a dedicated app for high school students (Student Square) to facilitate school to student communications. Parent Square has provided a 4.5 month trial and implementation window at no cost to the District. A copy of the agreement is included for the Board's review.

FISCAL IMPACT: The cost of the proposed services is \$21,731.50 and is included in the Business and Administrative Services departmental budget for 2019-20.

ALTERNATIVES:

1. Approve the approve a service agreement with the Parent Square Inc. for mass communication services for the 2019-20 fiscal year.
2. Do not approve the agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D
Superintendent

BOARD MEETING, JUNE 18, 2019

Approve Mass Communications Services Agreement With Parent Square Inc.

Page 2

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

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

ORDER FORMCreated Date 1/9/2019
Expiration Date 1/17/2019
Term 2/1/2019 - 6/30/2020Prepared By Linn Sillers
Email linn@parentsquare.com
Phone 805.452.0109District/ School Oak Park Unified School District
Contact Name Enoch Kwok
Email EKwok@opusd.orgBill To Name Enoch Kwok
Email ekwok@opusd.org
Payment Term **Net 30**

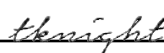

Item	Unit Price	Total Units	Price
Annual Subscription Fee	\$4.75	4,575	\$21,731.50
One-time Set up Fee	Waived	1 district	\$0.00
First invoice fee (annual subscription + one-time set up)			\$21,731.50
Annual invoice fee after year 1 (annual subscription)			\$21,731.50

Package Details

Services include ParentSquare Engage Plus Core Platform with the following add-on's: StudentSquare - Student Communication and App, Forms and Permission Slips, Parent-Teacher Conferences, Payments, Fundraiser, Calendar and RSVP, Polls, Volunteering and Supplies Sign Ups, Volunteer Hours. (Invoice on 7/1/2019)

Terms and Conditions

The Services are subject to the terms contained in this Order Form, the School Agreement located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement"), and any exceptions listed in the Exceptions section below. By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/ School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/ School.

District/ School SignatureName Anthony W. Knight
Title Superintendent
Date 01/09/2019
Signature **ParentSquare Signature**Name Anupama Vaid
Title President and Founder
Date 1/9/2019
Signature 

Definitions

Annual Subscription Fee: An annual subscription fee is invoiced at Term Start Date and each year on the Term anniversary date. The annual subscription fee is re-evaluated each year based on participating student enrollment on the anniversary date upon renewal.

One time Set-up Fee: A one-time set-up fee is invoiced at Term Start Date. The set-up fee includes initial consultations for getting started with ParentSquare, ParentSquare set up as a co-branded website, online training sessions including a free live webinar training, data import of your School's families and staff either via direct data integration, SFTP import, or a manual upload.

ParentSquare School Agreement

Last Updated: October 30, 2018

This document describes the terms and conditions of the services offered by ParentSquare Inc, Inc. ("ParentSquare" or "we") purchased by you on behalf of your school, organization, or school district (the "School") to use on a subscription basis.

This agreement is entered into between the parties identified on the Order Form that is mutually executed by the parties and which references this agreement (the "Agreement"). The effective date of this agreement is the applicable Order Form Effective Date, as described in such Order Form.

The entire agreement consists of (1) this School Agreement and (2) the executed Order Form. Any terms used but not defined herein will have the meaning set forth in the Order Form. In the event of any conflict between these terms and conditions and the Order Form, the Order Form will prevail.

Definitions

"School" means the party that will be using Service. If the party is a school district then the term "School" includes all schools that are members of the school district and served by the school district that will be using the Service.

"School Data" means all data, including all personal information about users and students, as described in the Privacy Policy, that are provided to ParentSquare by, or on behalf of, School through School's use of the ParentSquare.

"Service(s)" refers to our website, mobile app and all other products, services and applications made available by ParentSquare from time to time that is paid for by the School.

Obligation

School warrants that

a) it will use best efforts in providing complete and accurate data. ParentSquare will not be liable for any damages resulting from incorrect student, parent and/or guardian contact information that School provides to ParentSquare.

b) it has met all contractual, regulatory, and legal requirements in providing, and using, the data, including, but not limited to, obtaining necessary consent to send notifications to all users including texts and voice messages (if applicable). In no event will ParentSquare be liable for any additional charges that may be incurred for receiving notifications, such as phone call fees, text message fees or data fees.

c) it will fully cooperate during the implementation process.

Compliance with Applicable Law and Parental Consent

School is responsible for, and represents and warrants it is in compliance with, the Children's Online Privacy Protection Act ("COPPA") and the Family Educational Rights and Privacy Act ("FERPA"), including by obtaining parental consent for collection, use and disclosure of personal information in connection with the Services. School represents and warrants that it will comply with all applicable laws, and further, that its disclosure of any information to ParentSquare, and ParentSquare's use of such information subject to the restrictions of this Agreement, does not and will not violate any applicable laws (including COPPA or FERPA). School will not disclose any information to ParentSquare that is protected health information ("PHI") subject to the Health Information Portability and Accountability Act ("HIPAA").

Changes to this Agreement

ParentSquare may make changes to this Agreement from time to time. If ParentSquare makes a material (determined by ParentSquare in its discretion) change to this Agreement, ParentSquare will inform School by email. If the change has a material adverse impact on School and School does not agree to the change, School must so notify ParentSquare in writing within thirty (30) days after receiving notice of the change. If School notifies ParentSquare as required, then School will remain governed by the terms School had agreed to until the end of the then-current school year. If the Services are renewed, they will be renewed under ParentSquare's then current Agreement.

Intellectual Property Rights

As between the parties and except for the licenses granted by this Agreement, (a) School owns all Intellectual Property Rights in School Data, including all related intellectual property rights, in and to School content and (b) ParentSquare owns all Intellectual Property Rights in the Services. School hereby grants to ParentSquare a non-exclusive, royalty-free, fully paid-up, worldwide, sublicensable and transferable license to use the School Data as necessary to fulfill its obligations and exercise its rights hereunder.

Publicity

School agrees that ParentSquare may include School's name or brand features including School Name and Logo in a list of ParentSquare customers, online or in promotional materials. School also agrees that ParentSquare may verbally reference School as a customer of the ParentSquare products or services that are the subject of this Agreement.

Agreement Term

This Agreement will remain in effect for the Order Form Term as set forth and agreed to in the Order Form. After the Term End Date as defined in the Order Form, the Agreement will automatically renew, unless either party provides written notice of non-renewal at least sixty (60) days prior to the end of the then-current Term. The conditions of a Renewal Term shall be based on the then-existing ParentSquare standard terms, rates and charges. In case of any changes to the existing ParentSquare standard terms, rates or charges, a thirty (30) day advanced notice will be provided to School.

Termination

School may terminate this Agreement for any reason (or no reason) with thirty (30) days prior written notice to ParentSquare, provided, however, that School will remain obligated to pay any fees for Services that School has purchased for the entire Term for those Services.

Termination for Failure to Pay

ParentSquare may terminate this Agreement and cease providing services if School fails to pay invoices due within a timely fashion.

Destroying User Information Upon Termination of School Agreement

ParentSquare destroys or returns all information provided by the School within sixty (60) business days of demand, or if no demand is made, it destroys all Information within sixty (60) days of the expiration or termination of the agreement with School unless ParentSquare receives permission in writing from School that ParentSquare may retain certain Information for a specific period of time.

Limitation of Liability

IN NO EVENT SHALL EITHER PARTY BE LIABLE UNDER THIS AGREEMENT FOR ANY INJURY, LOSS, CLAIM, DAMAGES, OR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OF THE SERVICES OR ANYTHING PROVIDED IN CONNECTION WITH THIS AGREEMENT, THE DELAY OR INABILITY TO USE THE SERVICES OR ANYTHING OTHERWISE ARISING FROM THIS AGREEMENT. THE SCHOOL AGREES THAT PARENTSQUARE SERVICE IS NOT INTENDED OR DESIGNED FOR USE IN HIGH-RISK ACTIVITIES, OR IN ANY SITUATION WHERE FAILURE OF DELIVERY OR PERFORMANCE OR ANY ERROR IN PARENTSQUARE COULD LEAD TO DEATH, DAMAGE TO PROPERTY, PERSONAL INJURY, OR WHERE OTHER DAMAGES COULD RESULT IF AN ERROR OCCURRED.

Counterparts

The parties may enter into this Agreement by executing the applicable Order Form in counterparts which taken together will constitute one agreement to be valid as of the date of the Order Form. Order Form executed, scanned and transmitted electronically or by way of facsimile and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such scanned and electronic signatures having the same legal effect as original signatures.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.2.a. APPROVE THE 2018-19 OAK PARK UNIFIED SCHOOL DISTRICT LOCAL CONTROL AND ACCOUNTABILITY PLAN

ACTION

ISSUE: Shall the Board approve the 2019-20 Oak Park Unified School District Local Control and Accountability Plan?

BACKGROUND: As required by Local Control Funding Formula (LCFF) legislation, school districts are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), using a form adopted by the California State Board of Education (SBE). The LCAP identifies how districts address the State's priorities and metrics, and how expenditures are made in accordance with statutes. The 2019-20 Oak Park Unified School District LCAP has been developed with the input from diverse groups of stakeholders. In conformance with Education Code 52062, a public hearing to solicit the recommendations and comments of the public regarding the proposed LCAP was held on June 4, 2019.

The 2019-20 LCAP may be accessed at this link: <http://bit.ly/31ptNHq>

RECOMMENDATION:

1. Approve the 2019-20 Oak Park Unified School District Local Control and Accountability Plan.
2. Do not approve the 2019-20 Oak Park Unified School District Local Control and Accountability Plan.

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Dr. Jay Greenlinger, Director, Curriculum and Instruction
Lisa Nilles, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.2.b. APPROVE AND ADOPT PROPOSED 2019-20 OAK PARK UNIFIED SCHOOL DISTRICT ANNUAL OPERATING BUDGET

ACTION

ISSUE: Shall the Board adopt the proposed 2019-20 Oak Park Unified School District annual operating budget?

BACKGROUND: On May 9, 2019, Governor Newsom presented the May Revision to his 2019-20 state budget proposal presented in January of this year.

The District's proposed Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) were each presented and discussed at separate public hearings on June 4, 2019, to solicit the recommendations and comments of the public regarding the District's proposed 2019-20 LCAP and budget as required by LCFF legislation. The proposed 2019-20 budget incorporates the most current information available, including LCAP recommendations, local budget assumptions, enrollment and staffing projections, districtwide stipend request, and revenue and expenditure forecasts.

The proposed 2019-20 OPUSD budget may be accessed at the following link:
<http://bit.ly/2IwiEMm>.

RECOMMENDATION: 1. Approve and adopt the proposed 2019-20 Oak Park Unified School District annual budget.
2. Do not approve the proposed 2019-20 annual budget.

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.2.c. APPROVE 2019-20 EMPLOYEE HEALTH BENEFIT PLANS

ACTION

ISSUE: Shall the Board accept the recommendation of the District's Health Benefit Committee for renewal of 2019-20 employee medical, dental, and vision insurance coverage with California's Valued Trust?

BACKGROUND: In mid-May, the District's current health care provider, California's Valued Trust (CVT) announced its rates for the 2019-20 plan year. The District's current coverage offers a choice of nine medical plans, including seven Anthem Blue Cross PPO plans and three Kaiser plans, as well as Delta Dental and VSP Vision plans. The new rates include average increases of 1.0% for the Blue Cross PPO plans and 3.5% for Kaiser HMO plans. The rates for Delta Dental VSP Vision coverage are unchanged from 2018-19. The Health Benefits Committee, comprised of members from OPTA, OPCA, and District administration, unanimously recommends that the Board authorize the renewal of employee medical, vision and dental plans with CVT for the 2019-20 school year. Copies of the proposed renewal and rationale for the rate increase may be accessed at the following link: <http://bit.ly/2WuFNDM>

FISCAL IMPACT: The District's contribution for employee health benefits is capped by its collective bargaining agreements with both employee unions. Consequently, there is no significant impact on the District's General Fund unless and until a different cap amount is negotiated.

ALTERNATIVES:

1. Accept the Health Benefits Committee recommendation and approve contracts with California's Valued Trust for the 2019-20 school year.
2. Do not accept the Health Benefits Committee recommendation.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.2.d. APPROVE STIPENDS FOR OAK PARK HIGH SCHOOL SPRING 2019 POST-SEASON ATHLETIC COMPETITION EVENTS

ACTION

ISSUE: Shall the Board approve stipends for Oak Park High School Spring 2019 post-season athletic competition events?

BACKGROUND: In its adoption of the General Fund annual budget, the Board's approval includes the year's known stipends for individual services that support a variety of District programs. However, outside the list of known services, from time to time throughout the year additional tasks or services requiring stipends are identified. One such area is athletic stipends. Athletic stipends are included in the budget for each sport's regular season schedule. However, stipends for coaches of teams successful in advancing to local, regional, or state finals events are not.

In 2018-19, Oak Park High School athletes excelled in track, boys and girls lacrosse, boys volleyball, boys golf, and boys tennis, advancing to local, regional, or state finals events. It is appropriate that the coaches leading these teams receive an additional stipend for the extended season. The list of these stipends, identifying the tasks, cost, and funding source follows for the Board's information and review. It is recommended that the Board approve the accompanying list, and authorize the modification to the District's operating budget accordingly.

FISCAL IMPACT: The cost of the additional stipends increases the General Fund budget by \$1,311, and the remaining stipends are funded by the OPHS Associated Student Body, in the amount of \$1,441.

ALTERNATIVES:

1. Approve the attached list of additional stipends for the Oak Park High School, Spring 2019 post-season athletic competition events.
2. Do not approve the additional Spring 2019 post-season athletic stipends.

RECOMMENDATION: Alternative 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park Unified School District
2018-19 STIPEND - Board Funding Authorization Request

School Site: Oak Park High School

Principal/Administrator Signature: K. Buchanan

Date: June 5, 2019

Stipend Type/Assignment	Number of Stipends	Amount per Stipend	Total Stipend Cost Including Statutories	Funding Source (Site, Donation, ASB, etc.)
Boys' Lacrosse/Game Manager/Post Season	1	\$ 200.00	\$ 239.09	ASB
Girls' Lacrosse/Game Manager/Post Season	1	\$ 100.00	\$ 119.55	ASB
Boys' Volleyball/Game Manager/Post Season	1	\$ 204.00	\$ 243.88	ASB
Stunt/Game Manager	1	\$ 204.00	\$ 243.88	ASB
Boys' Volleyball/Game Manager/Post Season	1	\$ 500.00	\$ 597.74	ASB
Boys' Lacrosse/Head Coach/Post Season	1	\$ 100.00	\$ 119.55	Site Stipends
Girls' Lacrosse/Head Coach/Post Season	1	\$ 100.00	\$ 119.55	Site Stipends
Boys' Volleyball/Head Coach/Post Season	1	\$ 300.00	\$ 358.64	Site Stipends
Boys' Golf/Head Coach/Post Season	1	\$ 200.00	\$ 239.09	Site Stipends
Boys' Tennis/Head Coach/Post Season	1	\$ 200.00	\$ 239.09	Site Stipends
Track/Head Coach/Post Season	1	\$ 200.00	\$ 239.09	Site Stipends
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
Totals	11		\$ 2,759.14	

Assistant Superintendent's Signature: _____

Date: _____

June 5, 2019

Board Approval Date: _____

June 18, 2019

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.2.e. AUTHORIZE MEASURE S PROJECT 19-09S, MODULAR CLASSROOMS AT OAK HILLS ELEMENTARY SCHOOL AND APPROVE RELATED ARCHITECTURAL SERVICES AGREEMENT

ACTION

ISSUE: Shall the Board of Education approve an Architectural Services Agreement for Measure S Project 19-09S, Modular Classrooms at Oak Hills Elementary School with HED Architects?

BACKGROUND: At its meeting on March 20, 2018, the Board approved a contract with HED Architects for design services for Project 18-19S, Modernize Administration & Core Support Facilities at Oak Hills Elementary School. After conceptual design work was completed, the District determined that it did not provide enough direct impact for students, and requested the architect to proceed instead with the modular classroom project also included in the Measure S Master Plan. Since December 2018, HED has been providing all of the architectural services requested by the District and required to prepare this project for submittal to the Division of the State Architect for approval. However, no formal contract for this work has been executed by the District and HED.

It is requested that the Board formally authorize Measure S Project 19-09S, Modular Classrooms at Oak Hills Elementary School, establishing a project budget of \$4,824,660 as stated in the Measure S Master Plan approved on May 7, 2019. It is further requested that the Board approve the proposal submitted by HED Architects, in the amount of \$343,700 for basic service fees plus reimbursable expenses, for this project. HED's proposal follows this report for the Board's review and approval.

FISCAL IMPACT: The cost of the proposed architectural services, based on the estimated direct construction cost, are included in the total project budget specified in the Measure S Master Plan approved by the Board on May 7, 2019.

ALTERNATIVES:

1. Authorize Measure S Project 19-09S, Modular Classrooms at Oak Hills Elementary School, establishing a project budget of \$4,824,660, including soft costs and contingency, and approve the architectural services agreement with HED Architects, in the amount of \$343,700 plus reimbursable expenses, for this project.
2. Do not authorize the project and architectural services agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JUNE 18, 2019

Authorize Measure S Project 19-09S, Modular
Classrooms at Oak Hills Elementary School and
Approve Related Architectural Services Agreement
Page 2

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

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



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June 06, 2019

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

Subject: Proposal for Oak Hills Elementary School Modular Classrooms
HED Project Number: 2017-03389-000
Oak Park Project Number: 19-09S

Dear Martin and Tony:

This proposal identifies the scope of work and fee for the modular project designated by Oak Park as #19-09S Classroom Replacement Project. Thank you for your continued confidence in our firm.

Scope of Services

The work covered here includes Conceptual Design, Schematic Design, Design Development, Construction Documents, Permitting, Bidding and Construction Administration (including final DSA Close out).

The scope of construction is as follows:

- 1) Install six new modular classrooms on the existing playground at OHES
- 2) Upgrade two pairs of restrooms to code for ADA compliance, as needed.
- 3) Provide ADA path of travel improvements related to the modular classrooms, as required.

Schedule

HED expects to complete Construction Documents by September 2019. DSA review is estimated at 2 months, Bidding is estimated at 6-8 weeks to contract signing, and Construction is estimated at 5-6 months.



Martin Klauss
Assistant Superintendent
Business and Administrative Services
June 04, 2019
Page 2

Construction Cost

We understand that the District's estimated cost of construction is \$3,234,000.

Fee Proposal

Basic Services Fee

HED's fee for providing the above outlined services shall be on a lump sum basis for **Three hundred forty-three thousand seven hundred dollars (\$343,700.00)** excluding reimbursable expenses as outlined. Fees for civil, plumbing, electrical, fire alarm, AV/IT and landscape consultants are included.

Reimbursable Expenses

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

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

Reimbursable Expenses are not to exceed **Fifteen thousand dollars (\$15,000.00)**.

Hourly Rates

Shall be as outlined in the Master Agreement, consistent with 2018 billing rates.

General Conditions

General Conditions shall be per the Master Agreement.

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

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



Martin Klauss
Assistant Superintendent
Business and Administrative Services
June 04, 2019
Page 3

Very truly yours,

A handwritten signature in blue ink, appearing to read 'John Dale', written over a horizontal line.

John R. Dale, FAIA
Principal-in-Charge

For Oak Park Unified School District

JRD:jrd

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.2.f. AUTHORIZE MEASURE S PROJECT 19-10S, COLLABORATIVE FURNITURE DISTRICTWIDE AND RATIFY RELATED PURCHASE CONTRACTS

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-10S, Collaborative Furniture Districtwide and ratify related purchase contracts, to be funded from Measure S bond funds?

BACKGROUND: At its meeting on May 7, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan was the continuation of the bond program focus to purchase of classroom furniture that fosters a collaborative learning environment for students. The 2019 Master Plan allocates \$200,000 for this purpose. When combined with \$15,000 carried over from the 2018-19 allocation, \$215,000 is available for the purchase of collaborative classroom furniture. Accordingly, the Board is asked to authorize Measure S Project 19-10S, Collaborative Furniture Districtwide and establish a budget of \$215,000.

In order to ensure receipt before the start of school in August, Curriculum and Bond Program staff have solicited quotes for specified furniture from five vendors. Based on the lowest and most responsive and responsible bids in each requested category, purchase contracts have issued to vendors as follows:

VENDOR	SCOPE OF WORK	AMOUNT
Southwest School & Office	Specified Classroom Furniture and Equipment	\$ 35,178
Smith System Manufacturing	Specified Classroom Furniture and Equipment	\$ 76,247
Krueger/KI Furniture	Specified Classroom Furniture and Equipment	\$ 19,426
Natural Pod	Specified Classroom Furniture and Equipment	\$ 71,068
Lakeshore Learning	Specified Classroom Furniture and Equipment	\$ 2,043
Total Award for All Furniture and Equipment Purchase Contracts		\$ 203,962

The Board is respectfully requested to authorize Measure S Project 19-10S, Collaborative Furniture Districtwide, establishing a project budget of \$215,000, and ratify related purchase contracts, funded from Measure S bond funds.

FISCAL IMPACT: The proposed contracts will be funded from the Measure S bond fund and is included in the Measure S Master Plan approved by the Board on May 7, 2019.

ALTERNATIVES:

1. Authorize Measure S Project 19-10S, Collaborative Furniture Districtwide and ratify related purchase contracts with Southwest School & Office, in the amount of \$35,178; to Smith System Manufacturing, in the amount of \$76,247; to Krueger/KI Furniture, in the amount of \$19,426; to Natural Pod, in the amount of \$71,068; and to Lakeshore Learning, in the amount of \$2,043, to be funded from the Measure S bond fund.
2. Do not authorize the project and ratify the purchase contracts.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 18, 2019

Authorize Measure S Project 19-10S, Collaborative Furniture
Districtwide and Ratify Related Purchase Contracts
Page 2

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.2.g. ACCEPT DSA CERTIFICATION AND CLOSE OF FILE FOR PROJECT 17-03R, ART COURT FACILITY IMPROVEMENTS AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board accept the letter of Certification and Close of File for Project 17-03R, Art Court Facility Improvements at Oak Park High School received from the Division of the State Architect (DSA)?

BACKGROUND: On August 21, 2018, the Board of Education authorized Project 17-03R, Art Court Facility Improvements at Oak Park High School, contracted with NSP3 of Redding, California, and Hughes General Engineering of Camarillo, California. The work under this contract is complete, and the Board approved the Notice of Completion accepting the finished project on June 18, 2019. As required by the Field Act, this project was constructed from plans approved by DSA. After its final review of the completed project, DSA has sent its Certification and Close of File letter to the Superintendent, officially acknowledging that it has been constructed in strict adherence to current building code and all requirements of the Division of the State Architect as required by law. It is recommended that the Board accept the certification letter, formally closing out the project. The certification letter and a summary of the project and the related contract follows for the Board's information.

ALTERNATIVES:

1. Accept the DSA Certification and Close of File letter for Project 17-03R, Art Court Facility Improvements at Oak Park High School, acknowledging strict adherence to all requirements of the Division of the State Architect as required by law.
2. Do not accept the DSA Certification and Close of File letter.

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	_____	_____	_____	_____

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

**DSA CERTIFICATION, MEASURE R PROJECT 17-03R,
ART COURT FACILITY IMPROVEMENTS
AT OAK PARK HIGH SCHOOL**

PROJECT NUMBER AND TITLE

TITLE: MEASURE R PROJECT 17-03R, ART COURT FACILITY IMPROVEMENTS
AT OAK PARK HIGH SCHOOL
DESCRIPTION: ART COURT FACILITY IMPROVEMENTS AT OAK PARK HIGH SCHOOL
DATE OF BOARD AUTHORIZATION: AUGUST 21, 2018

PROJECT BUDGET

AMOUNT: \$112,000
DATE OF AUTHORIZATION: AUGUST 21, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: AUGUST 21, 2018

CONTRACTOR INFORMATION

COMPANY NAME: NSP3
ADDRESS: REDDING, CALIFORNIA

COMPANY NAME: HUGHES GENERAL ENGINEERING, INC.
ADDRESS: CAMARILLO, CALIFORNIA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT (NPS3): \$50,074
ORIGINAL CONTRACT AMOUNT (HUGHES): \$8,450

CONTRACTORS CHANGE ORDERS

NUMBER OF CHANGE ORDERS: N/A
TOTAL COST OF ALL CHANGE ORDERS: \$0
REVISED CONTRACT AMOUNT (NPS3): \$50,074
REVISED CONTRACT AMOUNT (HUGHES): \$8,450

NOTICE OF COMPLETION

DATE OF APPROVAL: JUNE 18, 2019
FINAL CONTRACT AMOUNT (NPS3): \$50,074
FINAL CONTRACT AMOUNT (HUGHES): \$8,450

DSA PROJECT CERTIFICATION

DATE OF APPROVAL LETTER: MAY 9, 2019



May 9, 2019

Certification of Compliance

Mr. Anthony Knight
Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91301

Project: OAK PARK HIGH SCHOOL
Application #: 03-119223
File Id #: 56-H10
Scope: Construction of 1-Shade Structure

Dear Mr. Anthony Knight:

The Department of General Services' records indicate that the construction of the referenced project has been completed in accordance with design documents approved by the Department, and that all the Verified Reports covering the construction have been received. Therefore, the Department of General Services Certifies as follows:

This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.

As stated in our letter approving the plans and specifications for this project, the Department does not review design documents or construction for compliance with the electrical, mechanical, or plumbing regulations. It is the responsibility of the professional consultants named on the application to verify compliance with appropriate parts of the California Building Code, and to submit Verified Reports documenting compliance.

Sincerely,

A handwritten signature in black ink that reads 'Ida A. Clair for'.

Ida A. Clair, AIA
Acting State Architect
Division of the State Architect
IC: zc

cc: Architect - Brent Miller
File

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
**SUBJECT: B.2.h. APPROVE CHANGE ORDER 1, ARCHITECTURAL AND
ENGINEERING SERVICES AGREEMENT WITH CRATE
MODULAR, INC., FOR MEASURE S PROJECT #18-18S, MODULAR
CLASSROOMS AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

ISSUE: Shall the Board of Education approve Change Order 1 to the Architectural and Engineering Services Agreement with Crate Modular, Inc., for Measure S Project #18-18S, Modular Classrooms at Brookside Elementary School?

BACKGROUND: At its meeting in March, 2018, the Board approved Measure S Master Plan Project Number 18-18S, Classroom Replacement (4), Phase 1 at Brookside Elementary School. At its meeting in November 2018, the Board approved an agreement for architecture and engineering services with modular classroom manufacturer Adaptive Modular Solutions (AMS), who has since changed its name to Crate Modular. During the course of the design services, the District has requested additional design services to make changes in the building electrical systems. Change Order 1, in the amount of \$3,120, accompanies this report, and itemizes the requested revisions. The original contract amount is \$31,966. Approval of Change Order 1 will increase the total contract amount to \$35,086.

FISCAL IMPACT: The proposed cost increase will come from the 10% budget contingency allocated for this project.

ALTERNATIVES:

1. Approve Change Order 1 to the architectural and engineering services agreement with Crate Modular, Inc., for Measure S Project #18-18S, Modular Classrooms at Brookside Elementary School, in the amount of \$3,120, funded from the Measure S bond fund.
2. Do not approve the proposed change order.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

**CRATE MODULAR**

3025 E Dominguez Street, Carson, CA 90810

310.299.7680

www.cratemodular.com**CONTRACT CHANGE ORDER #001**

TO: Oak Park Unified School District
BES Project - 18-185
Keith Henderson
195 Satinwood Ave.
Oak Park, CA 91377
khenderson@opusd.org

FROM: CRATE Modular

3025 E Dominguez St
Carson CA 90810

DATE CREATED: 5/14/2019

CREATED BY: Shannon Hall

REFERENCE: Brookside Elementary School Preconstruction Agreement

PROJECT NUMBER: 18-185

SCHEDULE IMPACT: 0 days

AMOUNT: \$3,120

DESCRIPTION:

	Amount (USD)
Revise PC Drawing Electrical per district request as identified in the following sheet	\$3,120.00
TOTAL	\$3,120.00

Original Contract Sum	\$31,966.00
Net Change by Previous Change Orders	\$0.00
Contract Sum is changed by this change order in the amount of	\$3,120.00
New Contract Value	\$35,086.00

SIGNATURE _____ DATE _____
NAME _____
TITLE _____

SIGNATURE _____ DATE 5/14/2019
NAME Shannon Hall
TITLE Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.
In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and constructed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.

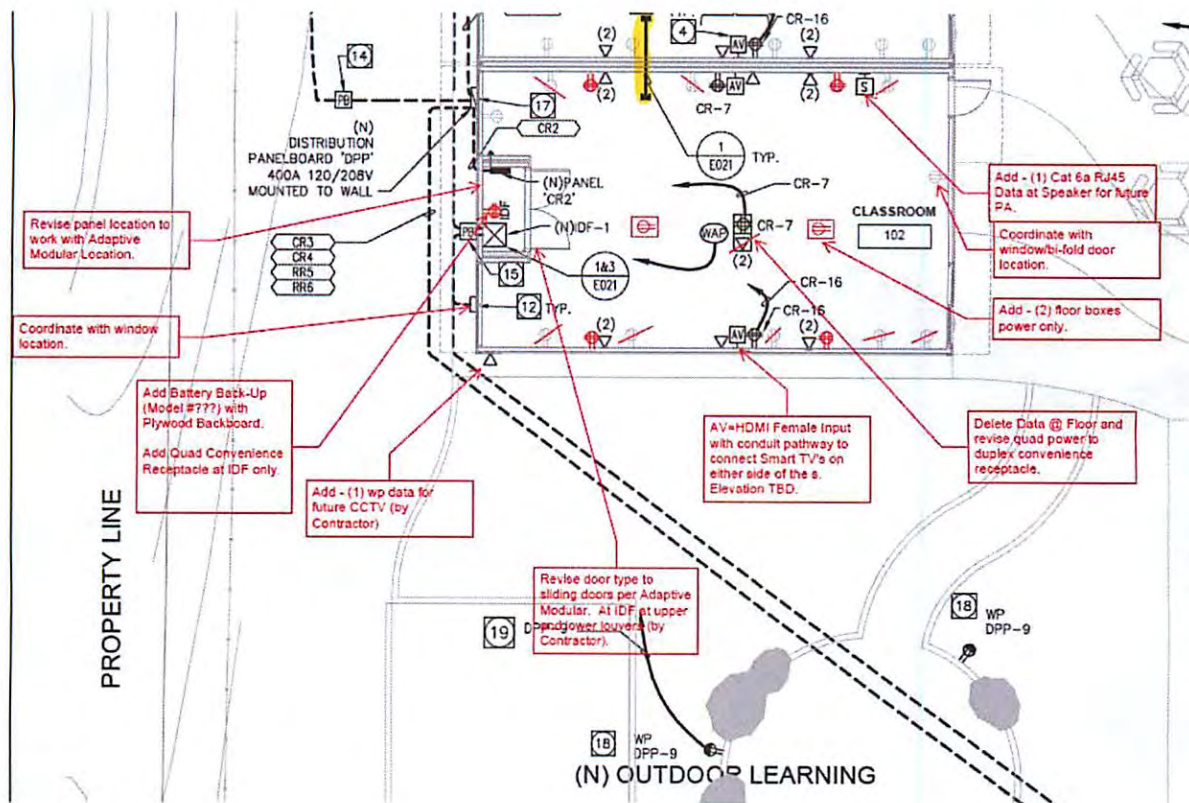
Shannon Hall
Project Manager; Regulatory Processes
CRATE Modular
3025 E Dominguez Street, Carson, CA 90810
(310)863-8268 |

Reference: Brookside Elementary – Modular Classrooms
Electrical Revisions related fee proposal

Budlong & Associates, Inc. (B&A) is under contract to revised MEP engineering design of the PC drawings for the referenced project.

District has made a few requests in terms of power & low voltage classroom layout for MCMS project:

Per Email mark-ups;



this should be 3 floor boxes. it is (3) duplex floor boxes. place one in the middle of the unit and evenly space the other on the floor of the same module.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
**SUBJECT: B.2.i. APPROVE CHANGE ORDER 1, ARCHITECTURAL AND
ENGINEERING SERVICES AGREEMENT WITH CRATE
MODULAR, INC., FOR MEASURE S PROJECT #18-21S, MODULAR
CLASSROOMS AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

ISSUE: Shall the Board of Education approve Change Order 1 to the Architectural and Engineering Services Agreement with Crate Modular, Inc., for Measure S Project #18-21S, Modular Classrooms at Medea Creek Middle School?

BACKGROUND: At its meeting in March, 2018, the Board approved Measure S Master Plan Project Number 18-21S, Classroom Replacement (6) at Medea Creek Middle School. At its meeting in November 2018, the Board approved an agreement for architecture and engineering services with modular classroom manufacturer Adaptive Modular Solutions (AMS), who has since changed its name to Crate Modular. During the course of the design services, the District has requested additional design services to make changes in the building electrical systems. Change Order 1, in the amount of \$3,120, accompanies this report, and itemizes the requested revisions. The original contract amount is \$41,472. Approval of Change Order 1 will increase the total contract amount to \$44,592.

FISCAL IMPACT: The proposed cost increase will come from the 10% budget contingency allocated for this project.

ALTERNATIVES:

1. Approve Change Order 1 to the architectural and engineering services agreement with Crate Modular, Inc., for Measure S Project #18-21S, Modular Classrooms at Medea Creek Middle School, in the amount of \$3,120, funded from the Measure S bond fund.
2. Do not approve the proposed change order.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

**CRATE MODULAR**

3025 E Dominguez Street, Carson, CA 90810

310.299.7680

www.cratemodular.com**CONTRACT CHANGE ORDER #001**

TO: Oak Park Unified School District
MCMS Project - 18-20S
Keith Henderson
1002 Doubletree Road
Oak Park, CA 91377
khenderson@opusd.org

FROM: CRATE Modular

3025 E Dominguez St
Carson CA 90810

DATE CREATED: 5/14/2019**CREATED BY:** Shannon Hall**REFERENCE:** Medea Creek Middle School Preconstruction Agreement**PROJECT NUMBER:** 18-21S**SCHEDULE IMPACT:** 0 days**AMOUNT:** \$3,120**DESCRIPTION:**

	Amount (USD)
Revise PC Drawing Electrical per district request as identified in the following sheet	\$3,120.00
TOTAL	\$3,120.00

Original Contract Sum	\$41,472.00
Net Change by Previous Change Orders	\$0.00
Contract Sum is changed by this change order in the amount of	\$3,120.00
New Contract Value	\$44,592.00

SIGNATURE _____ DATE _____
NAME _____
TITLE _____

SIGNATURE _____ DATE 5/14/2019
NAME Shannon Hall
TITLE Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.
In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and constructed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.

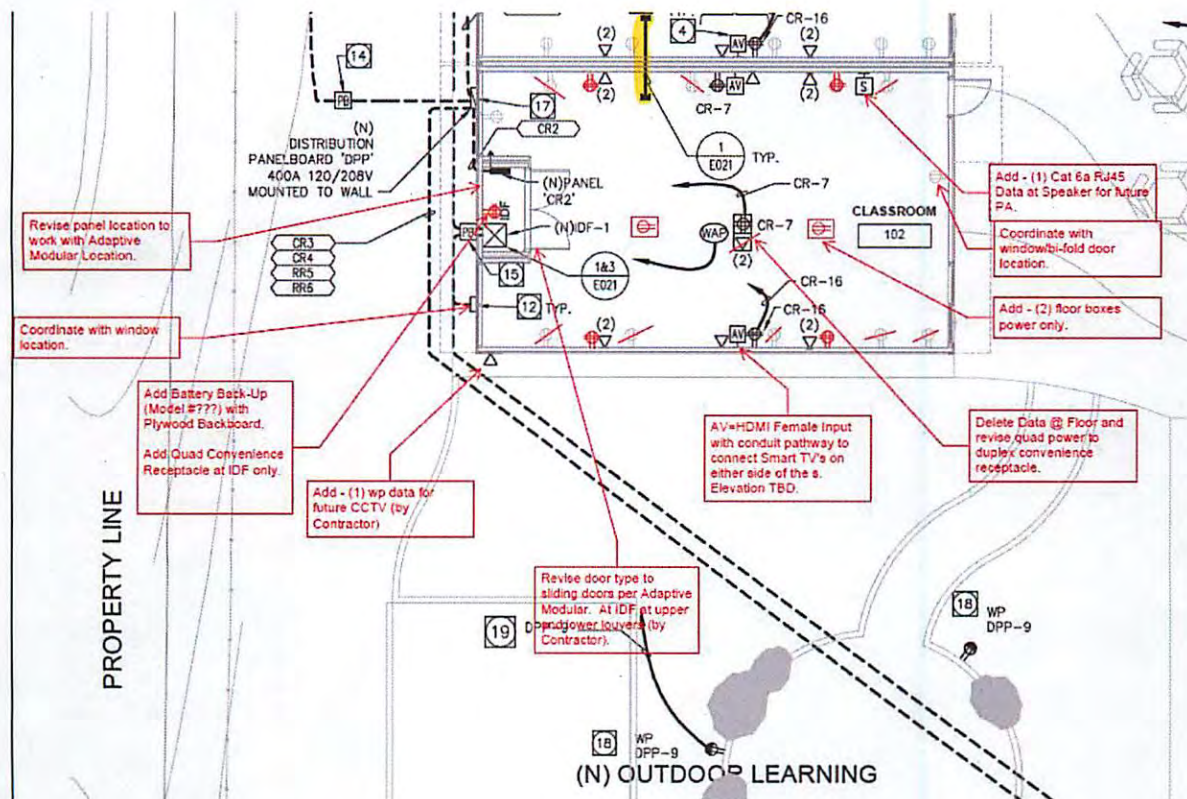
Shannon Hall
Project Manager; Regulatory Processes
CRATE Modular
3025 E Dominguez Street, Carson, CA 90810
(310)863-8268 |

Reference: Medea Creek MS – Modular Classrooms
Electrical Revisions related fee proposal

Budlong & Associates, Inc. (B&A) is under contract to revised MEP engineering design of the PC drawings for the referenced project.

District has made a few requests in terms of power & low voltage classroom layout for MCMS project:

Per Email mark-ups;



this should be 3 floor boxes. it is (3) duplex floor boxes. place one in the middle of the unit and evenly space the other on the floor of the same module.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.2.j. AUTHORIZE MEASURE S PROJECT 19-13S, SAFETY/SECURITY FENCING AT OAK HILLS ELEMENTARY SCHOOL AND DELEGATE AUTHORITY TO THE SUPERINTENDENT TO AWARD RELATED CONTRACTS

ACTION

ISSUE: Shall the Board Authorize Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School, and delegate the award of the related construction contracts to the Superintendent, to be funded from the Measure S bond fund?

BACKGROUND: Included in the Measure S Priority Project Plan approved by the Board at its May 7, 2019 meeting, is Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School. The budget identified in the Plan for this project is \$86,100. After walking the site with contractors to identify the scope of work, staff is recommending the project budget be revised to \$176,000, including a 10% contingency. Proposals for this work were requested from two qualified fencing contractors on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractors. Bids are expected to be received the week of June 17, 2019. Staff would execute construction contracts as soon as possible so the project can be completed prior to the start of school in August. As time is of the essence, and the Board will be in recess until its next meeting on August 20, 2019, it is requested that the Board delegate authority to the Superintendent to award and execute contracts prior to the program's June 30, 2019 deadline. Education Code 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

FISCAL IMPACT: The proposed contract will be funded from the Measure S bond fund and the Measure S Master Plan will be amended to reflect the revised project budget.

ALTERNATIVES:

1. Authorize Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School, revising the project budget to \$176,000, including a 10% contingency, and authorize limited authority to the Superintendent to award contracts for this project as specified above.
2. Do not authorize and award a construction contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 18, 2019

Authorize Measure S Project 19-13S, Safety/Security Fencing at
Oak Hills Elementary School and Delegate Authority to the
Superintendent to Award Related Contracts
Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

**SUBJECT: B.2.k. AUTHORIZE MEASURE S PROJECT 19-16S, PHASE 2
SAFETY/SECURITY FENCING AT RED OAK ELEMENTARY
SCHOOL AND DELEGATE AUTHORITY TO THE
SUPERINTENDENT TO AWARD RELATED CONTRACTS**

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School, and delegate the award of the related construction contracts to the Superintendent, to be funded from the Measure S bond fund?

BACKGROUND: Included in the Measure S Priority Project Plan approved by the Board at its May 7, 2019 meeting, is Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School. The budget identified in the Plan for both Phase 1 and 2 of this project is \$163,590. After walking the site with contractors to identify the scope of work, staff is recommending the project budget be revised to \$227,000 including a 10% contingency. Proposals for this work were requested from two qualified fencing contractors on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractors. Bids are expected to be received the week of June 17, 2019. Staff would execute construction contracts as soon as possible so the project can be completed prior to the start of school in August. As time is of the essence, and the Board will be in recess until its next meeting on August 20, 2019, it is requested that the Board delegate authority to the Superintendent to award and execute contracts prior to the program's June 30, 2019 deadline. Education Code 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

FISCAL IMPACT: The proposed contract will be funded from the Measure S bond fund and is included in the Measure S Master Plan approved by the Board on May 7, 2019.

ALTERNATIVES:

1. Authorize Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School, revising the project budget to \$227,000, including a 10% contingency, and authorize limited authority to the Superintendent to award contracts for this project as specified above.
2. Do not authorize and award a construction contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 18, 2019

Authorize Measure S Project 19-16S, Phase 2 Safety/
Security Fencing at Red Oak Elementary School and Delegate
Authority to the Superintendent to Award Related Contracts
Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.2.I. AUTHORIZE PROPOSITION 39 PROJECT 19-18F, HVAC SYSTEM REPLACEMENT AT RED OAK ELEMENTARY SCHOOL, AND DELEGATE AUTHORITY TO THE SUPERINTENDENT TO AWARD RELATED CONTRACTS

ACTION

ISSUE: Shall the Board authorize Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School, and delegate the award of the related construction contract to the Superintendent?

BACKGROUND: In 2013-14, OPUSD was the recipient of \$933,521 in funding from the Proposition 39 California Clean Energy Jobs Act, a 5-year program administered by the California Energy Commission. Working from a list of projects authorized by the CEC, the Board has approved many projects including lighting and HVAC upgrades. The final authorized project under this program is \$300,000 for HVAC system replacement at Red Oak Elementary School. As the Clean Energy Jobs Act program is ending on June 30, 2019, contracts for any Proposition 39 project must be executed by that date.

It is requested that the Board authorize Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School, establishing a \$300,000 project budget, including a 10% contingency. Staff has solicited bids from the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractors, which are anticipated during the week of June 17, 2019. As time is of the essence, and the Board will be in recess until its next meeting on August 20, 2019, it is requested that the Board delegate authority to the Superintendent to award and execute contracts prior to the program's June 30, 2019 deadline. Education Code 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

FISCAL IMPACT: The proposed contract will be funded entirely from the Proposition 39 California Clean Energy Jobs Act program.

ALTERNATIVES:

1. Authorize Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School, establishing a \$300,000 project budget, including a 10% contingency, and authorize limited authority to the Superintendent to award contracts for this project as specified above.
2. Do not authorize this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 18, 2019

Authorize Proposition 39 Project 19-18F, HVAC System
Replacement at Red Oak Elementary School, and Delegate Authority
To the Superintendent to Award Related Contracts
Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.2.m. AUTHORIZE MEASURE S PROJECT 19-19S, ART COURT BUILDOUT AND EQUIPMENT PURCHASE AT OAK PARK HIGH SCHOOL, AND DELEGATE AUTHORITY TO THE SUPERINTENDENT TO AWARD RELATED CONTRACTS

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School, and delegate the award of the related construction equipment purchase contracts to the Superintendent?

BACKGROUND: Included in the Measure S Master Plan approved by the Board on May 7, 2019, is phase 2 of the Art Court project at Oak Park High School. Phase 1 of the project, designated Project 17-03R, provided the fabrication of the protective structure to house the art instructional equipment, including a variety of kilns, and was certified by the Division of the State Architect on May 9, 2019. Phase 2 of the Art Court project is intended to acquire the instructional equipment and buildout of the access to necessary utilities to make the art Court fully functional.

It is requested that the Board authorize Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School, establishing a \$200,000 project budget, including a 10% contingency, as specified the Board-approved Measure S Master Plan. Staff is in process with solicited bids from the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractors for the gas, electrical, and fencing work included in this project. Staff is also reconfirming pricing on the instructional equipment (kilns, etc.) included in this project. As much of the equipment has very long lead time for delivery, Staff would like to place equipment orders as soon as possible, and to award contracts for the necessary utility work to be completed prior to the start of school in August. As time is of the essence, and the Board will be in recess until its next meeting on August 20, 2019, it is requested that the Board delegate authority to the Superintendent to award and execute contracts prior to the program's June 30, 2019 deadline. Education Code 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

FISCAL IMPACT: The proposed contract will be funded from the Measure S bond fund and is included in the Measure S Master Plan approved by the Board on May 7, 2019.

BOARD MEETING, JUNE 18, 2019

Authorize Measure S Project 19-19S, Art Court Buildout and
Equipment Purchase at Oak Park High School, and Delegate
Authority to the Superintendent to Award Related Contracts
Page 2

- ALTERNATIVES:**
1. Authorize Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School, establishing a \$200,000 project budget, including a 10% contingency, and authorize limited authority to the Superintendent to award contracts for this project as specified above.
 2. Do not authorize this 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	_____	_____	_____	_____

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
**SUBJECT: B.3.a. APPROVE MEDEA CREEK MIDDLE SCHOOL 6-8 GRADE
SCIENCE/NGSS CURRICULUM ADOPTION**

ACTION

ISSUE: Shall the Board of Education approve the new Medea Creek Middle School 6th through 8th Grade Science/NGSS Curriculum.

BACKGROUND: Medea Creek Middle School teachers have been participating in an extensive pilot process, all teachers in 6-8 science unanimously agree to adopt the StemScopes curriculum. The StemScopes curriculum best fits the Science Instruction criteria and also offers the opportunity to incorporate many of the teacher's own curriculum materials developed over the past five years. This 6th through 8th adoption of StemScopes would help meet the district goal of articulation between grade levels. The rationale for this adoption is provided for the Board's reference. This program is recommended by all science teachers at MCMS and the OPUSD Curriculum's Council approval on May 21, 2019.

FISCAL IMPACT: A three year adoption of StemScopes would cost approximately \$15,000 per year for all students at MCMS and is included in the 2019-2020 proposed budget

ALTERNATIVES: 1. Approve the adoption of the StemScopes curriculum.
2. Do not approve the adoption of the StemScopes curriculum

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____

Science Curriculum Adoption MCMS 6-8 Grades

After participating in an extensive pilot process, all teachers in 6-8 science unanimously agree to adopt the StemScopes curriculum. We feel that the StemScopes curriculum meets the needs of students and teachers.

During the past five years, we have been working to transition from the CA State Science Standards to the NGSS. During this time we have all attended multiple trainings to better understand NGSS and have worked tirelessly to create new curriculum materials for the NGSS (for which we were awarded a Distinguished Schools award in 2019). We investigated multiple curriculum options and eventually decided to pilot two programs. The StemScopes curriculum best fits our criteria and also offers the opportunity to incorporate many of our own curriculum materials developed over the past five years. Also, a 6th-8th adoption of StemScopes would help meet the district goal of articulation between grade levels.

All teachers in 6-8 science unanimously agree to adopt the StemScopes curriculum.

1) Piloting Process

Our 6-8 science teachers attended the textbook publisher fair at VCOE in December. While attending the publisher presentations, criteria ranking sheets were used to determine initial impressions for how well the curriculum materials might meet our needs. Based on our ranking criteria, 2 programs were selected to pilot, TCI and StemScopes. All teachers attended a TCI training in January and piloted the TCI curriculum materials during February and March. All teachers attended a StemScopes training in February and piloted the StemScopes curriculum materials in March, April and May.

2) Required Criteria

All 6-8 teachers worked together to create a list of required criteria for curriculum materials. Curriculum materials must meet the following criteria:

- a) Inquiry Based Pedagogy (--Inquiry-based learning is a form of active learning that starts by posing questions, problems or scenarios—rather than simply presenting established facts or portraying a smooth path to knowledge. The process is often assisted by a facilitator. [Wikipedia](#))
- b) Uses Claim, Evidence, Reasoning (CER) language and methods
- c) Provides textual materials for reading and defining vocabulary
- d) Citizen Science (opportunities or ideas for students to enact change in the real world)
- e) Lessons follow the 5E model (Engage, Explore, Explain, Extend/Elaborate, Evaluate)
- f) Graph reading, graph making, and data analysis of various sorts are regularly included in lessons
- g) Assessments match performance expectations and will prepare students for CAST (CA State Science Test)
- h) Curriculum materials are packaged as all-inclusive units that are ready to use
An all-inclusive unit will include step-by-step instructions about where/how to

start and what steps to follow during the course of the unit. The unit will provide teachers with items such as driving questions or focus questions, phenomena to engage students at the start of the unit, textual/reading materials, labs/activities, worksheet masters, formative assessments, and summative assessments.

3) How StemScopes Meets the Criteria

StemScopes meets almost all of the criteria on our list (no program we have seen has met all of our criteria). The StemScopes curriculum covers all CA NGSS standards (including 3D learning for CCCs, DCIs, and SEPs as well as CA EP&Cs). The program is an inquiry-based system that starts each unit with a phenomenon and real world connection, generating student curiosity and providing an opportunity for students to ask questions. Claim/Evidence/Reasoning CER exercises are embedded in almost every lesson. Textual resources are available both online and in print format in the form of a textbook. Supplemental, leveled digital reading materials are also available. All lessons follow the 5E model (Engage, Explore, Explain, Extend/Elaborate, Evaluate). StemScopes also includes a digital graphing application called TUVA that provides integrated graph reading, graph making, and data analysis related to lessons. Furthermore, StemScopes provides formative and summative assessments that match performance expectations, with content and question formats that prepare students for the CAST (CA State Science Test). StemScopes curriculum materials offer straightforward access for both teachers and students. The online environment is streamlined for efficient student use. Lab materials are packaged in all-inclusive kits.

4) Areas not Addressed by the Curriculum

The StemScopes curriculum does not provide very many opportunities for Citizen Science. This is an area where we will need to supplement the curriculum.

5) Pricing

A three year adoption of StemScopes would run approximately \$15k per year for all students at MCMS. After three years, if we decided to stay with StemScopes, the cost would decrease further as we would only be paying an annual digital subscription (approximately \$6 per student annually) plus refill materials for equipment kits.

Online access for three years = \$17.85 per student, approx. 1100 students = \$19,635
Textbook = \$12.95 per student, 440 books so each teacher has a class set = \$5,698
(Students will have access to online textbooks at home with the 1:1 chromebook roll out, so we only need to purchase class sets for school access rather than one textbook per student.)
Lab Kits 6th Grade = \$1,280 per teacher, 5 teachers = \$6,400
Lab Kits 7th Grade = \$2,030 per teacher, 3 teachers = \$6,090
Lab Kits 8th Grade = \$1,500 per teacher, 3 teachers = \$4,500
Total = \$42,323 (this is an approximate cost for the three year adoption)

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
**SUBJECT: B.3.b. APPROVE MEDEA CREEK MIDDLE SCHOOL 6-8 GRADE
SOCIAL STUDIES CURRICULUM ADOPTION**

ACTION

ISSUE: Shall the Board of Education approve the new Medea Creek Middle School 6th through 8th Grade Social Studies McGraw Hill CA Impact program.

BACKGROUND: Medea Creek Middle Social Studies Department has been utilizing a 14-year-old textbook that is not in alignment with the new Common Core features and the 2016 Framework additions which encompass changes to the units of study. One lead teacher from each grade (6, 7, and 8) at MCMS investigated the newly approved texts at our County Office. The lead teachers also rated the usability, assessments, differentiation and three tiers for MCMS students, and ELL Components. The teachers wanted the program to be flexible enough to meet the needs of teachers' teaching and students learning styles. McGraw Hill is recommended by all social studies teachers at MCMS and the OPUSD Curriculum's Council approved it on May 21, 2019. The rationale for this adoption is provided for the Board's reference.

FISCAL IMPACT: A four year adoption of McGraw Hill CA Impact Program is \$189,564. With Year 1: \$60,000, Year 2: \$43,188, Year 3: \$43,188, Year 4: \$43,188 for a total of \$189,564 and is included in the 2019-2020 proposed budget

ALTERNATIVES: 1. Approve the adoption of the Social Studies McGraw Hill CA Impact program.
2. Do not approve the adoption of the new Social Studies Curriculum.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____

To: Oak Park USD Curriculum Council

From: Sharon Lavene, Social Studies Chair, Medea Creek Middle School

Re: Adoption of Social Studies Text-McGraw Hill CA Impact Program Grades 6-8

Dear Curriculum Council,

Thank you for taking the time to review our request for new social studies textbooks. Medea Creek's Social Studies Department has been utilizing a 14-year-old textbook that is not in alignment with the new Common Core features and the 2016 Framework additions which encompass changes to the units of study. It was decided that one lead teacher from each grade (6, 7, and 8) would investigate newly approved texts at our County Office. To review the texts, we established a criteria spreadsheet with headings including :

- Alignment to new Framework
- Inquiry based
- Civics and Government
- Environment and Geography
- Economics
- Primary Sources
- Interactive Maps and study tools
- Supplemental Books for students
- Current event access

These headings covered the additions to the curriculum from the framework. We also rated the usability, assessments, differentiation and three tiers for our learners, and ELL Components. We wanted the program to be flexible enough to meet the needs of teachers' teaching and students learning styles. McGraw Hill was actually the only text that met all areas we were looking for. I introduced the book to the full team, and we had training from our McGraw Hill representative who supplied us with texts, supplements, and online access beginning in January 2019.

- We had two additional trainings through the pilot.
- Teachers completed the same evaluation process we had gone through originally
- All teachers agreed that the framework and Common Core alignment was well implemented
- There were problems seen with unaligned assessments that each department agreed would be addressed within the grade level teams.
- Through in-services we learned that there were three approaches to teach the curriculum: Traditional Teaching, Teaching through inquiry, Project based learning. We all agreed that a blend served us well.

On a positive note, there was a writing component built in to each unit. Finally, the text stressed critical thinking ideas focusing on multiple perspectives, patterns, and history over time.

In late March, we had decided that the content and flexibility of the Impact program was one that would work well across the board but agreed we would investigate one more text. We decided on TCI History Alive, since several schools in the area had adopted it. Using the same “rubric” over the next month, it was agreed upon that the text and supplements did not have as rigorous a component and did not contain the wide range of alignment and depth we were looking for in a long-term program.

For those reasons, the team unanimously voted for the McGraw Hill CA Impact program. We knew our students would receive the type of learning that best suited their needs as they moved through middle school.

Again, thank you for your consideration of this text adoption.

Sharon Lavene
Social Studies Chair
and the Social Studies Department
Medea Creek Middle School

For more information about the Impact program, click here:

<https://www.mheducation.com/prek-12/explore/states/california/social-studies/6-8.html>

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.3.c. REVIEW AND DISCUSS THE MATH PLACEMENT PROTOCOLS, PATHWAYS, AND INFORMATION PROVIDED TO PARENTS AND STUDENTS ABOUT MATH PLACEMENT IN 6TH THROUGH 12TH GRADE AT OAK PARK USD

INFORMATION/DISCUSSION

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

BACKGROUND: Board approved the updated Math Placement Policy at their March 19, 2019 meeting and requested staff to bring back documents related to the math placement in grades 6th through 12th. The Board reviewed the information provided at their April 23, 2019 meeting and requested that staff provide further information about the basis for the District's math placement protocols and the percentages of students in each type of math class and the percentages that advance. In addition, the Board asked to have data presented annually that shows whether there are any patterns of placement based on student demographics including race, ethnicity, gender, or socio-economic background pursuant to BP 6152.1.

The math placement protocols and pathways, letters sent to parents in 6 and 7 grade as well as corresponding science courses for grades 9th through 12th are posted on the District website and can be accessed at this link:
https://www.oakparkusd.org/math_placement

FISCAL IMPACT: None

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.3.d. APPROVE AGREEMENT WITH VENTURA COUNTY OFFICE OF EDUCATION TO PROVIDE OPUSD WITH SUPPORT STAFF SERVICES IN THE MATHEMATICS CALIFORNIA STATE STANDARDS (CCSS-M)

ACTION

ISSUE: Shall the Board approve the agreement between OPUSD and VCOE for the support of OPUSD staff in the Mathematics California State Standards (CCSS-M) for the period of September 2019 to June 2020.

BACKGROUND: Over the last 2 years, the Math Task Force has analyzed student data and made recommendations for changes to programs, policies, and curriculum to improve the math outcomes of all students, but particularly of Students With Disabilities and students who are not performing to grade level standards. In response to a request by District administration, VCOE has submitted the accompanying proposal to provide OPUSD staff with assistance toward promoting the Mathematics Standards for teachers, coaches, and administrators. The consultant from VCOE, Jim Short, has been a member of the Math Task Force and is a leading voice in the improvement of math practices in Ventura County.

FISCAL IMPACT: The cost of the agreement is \$17,375.00. Funding sources are as follows: LPSBG \$5,000.00, LCAP Goal 1.8 \$1,875.00, LCAP Goal 1.2 \$5,000.00, LCAP Goal 3.7 \$5,000.00 and is included in the 2019-2020 proposed.

ALTERNATIVES:

1. Approve the agreement between OPUSD and VCOE for CCSS-M support for the period of September 2019 – June 2020.
2. Do not approve the agreement between OPUSD and VCOE for CCSS-M support for the period of September 2019 – June 2020.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

**Approve the agreement between OPUSD and VCOE
for the support of OPUSD staff in the Mathematics
California State Standards (CCSS-M)
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.	_____	_____	_____	_____

**AGREEMENT BETWEEN
VENTURA COUNTY OFFICE OF EDUCATION AND OAK PARK UNIFIED SCHOOL DISTRICT
FOR PROFESSIONAL LEARNING**

The scope of this document is to define the roles and responsibilities of Ventura County Office of Education Department of Curriculum and Instruction Department staff in training administrators, coaches and teachers in the Oak Park Unified School District, hereafter called “the District.” The purpose is to support staff in the Mathematics California State Standards (CCSS-M).

This serves as a Memorandum of Understanding and Responsibility Agreement that “**the District**” and the **Ventura County Office of Education** will work together toward promoting the Mathematics Standards for teachers, coaches, and administrators. Each agency, according to its defined role, agrees to participate in coordinating, providing and financing the following services for the purpose of this agreement.

1. **Ventura County Office of Education agrees to:**
 - a. Provide up to fifteen (15) days of mathematics including co-teaching mentoring and coaching support with CI staff fee for a fee not to exceed \$13,125.00.
 - b. Provide up to five (5) half days of OPUSD Math Task Force support with CI staff for a fee of \$2,875.00.
 - c. Provide one day (1) of mathematics professional development to instructional assistance for a fee of \$875.00.
 - d. Maintain ownership of all documents and data produced in the training sessions.
2. **Oak Park Unified School District agrees to:**
 - a. Ensure each participant has the appropriate set of mathematics standards.
 - b. Support trainings by expecting regular classroom visits by administration to monitor implementation of new learning.
 - c. Pay for and provide substitute teachers, if they are needed.
 - d. Pay Ventura County Office of Education, Curriculum and Instruction Department Division \$16,875.00 and the additional materials, handouts and graphics charges for training not to exceed \$500.00 for a total not to exceed \$17,375.00

The Ventura County Office of Education shall monitor this Agreement to oversee implementation of project activity. This Memorandum of Understanding and Responsibility Agreement shall be effective upon signature and implemented between September 2019 and June 2020.

For the Oak Park Unified School District

Anthony W. Knight, Ed.D., Superintendent

Date

For the Ventura County Office of Education

Antonio Castro, Ed.D., Associate Superintendent

Date

Lisa Cline, Executive Director, Business

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.3.e. REVIEW OAK VIEW HIGH SCHOOL'S ANNUAL ALTERNATIVE SCHOOL REPORT FOR 2018-2019

INFORMATION

ISSUE: Shall the Board receive and review the 2018-19 Annual Alternative School Report for Oak View High School?

BACKGROUND: Annual evaluation reports are required for each alternative school established under California *Education Code (EC)* sections 58500–58512. The *EC* Section 58510 requires each district operating an alternative school to annually evaluate such school. The evaluation shall include testing of basic skills for student participants, and must identify the variables which may have affected student academic achievement. The process of evaluation shall also include teacher, parent, and student input from the alternative school itself. These evaluation reports shall be sent to the Superintendent of Public Instruction on or before August 1st of the following year and shall be annually reviewed by persons designated by the superintendent who are not employed by the district operating the alternative.

In addition to complying with statute, the annual report supplies useful information to the governing board, district administrators, and the community. The accompanying annual report is based on the following guidelines:

- Show how well the alternative school or program of choice is helping students achieve grade-level proficiency
- Track changes in the school or program over time
- Identify any assistance needed in meeting its objectives
- Provide community-wide information about its accomplishments

FISCAL IMPACT: None

RECOMMENDATION: None – Information Only

Prepared by: Kent Cromwell, Principal Oak View High School
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

2019 Alternative School Annual Report

Oak View High School

Oak Park Unified School District

A) Overview

Oak View High School has provided an alternative educational environment that supports the needs of students who require an individualized approach to learning with small classes on its own campus next to the district office complex since 1982. Most students come to Oak View to make up credits necessary for graduation and to address personal and social issues that are challenges to their educational progress. Special Education, 504 and English Learner services are provided to students who qualify. Students use district adopted textbooks and supplementary materials based on district and state standards.

The academic program's courses meet a-g requirements, which is also new, allowing more students to apply to four year universities and colleges. Students need 230 credits for graduation.

A major change this year has been the school becoming a nature-based program as envisioned by the district superintendent. Many conversations about this are now on-going. The goal is to reform what this continuation school looks like, namely turning it into an even more hands-on program. The goal is within the mission of the Oak Park Unified School District to know and experience nature, learn about sustainability, and become global citizens through inquiry based experiential learning best practices. The California Healthy Kids Survey provides information about Oak View students' motivation, perceptions about their school experience, challenges about choices, and emotional status on given questions. The staff reflects a positive culture in the survey. The staff also use responses to guide choices and development of the Oak View program. The responses validate the impact this school and its staff has on these complex young people.

A leadership change occurred when a new principal, Kent Cromwell, came on board in August 2018 as the previous principal took a position at the district office. The current year was one of transition as Mr. Cromwell became acquainted with Oak View High School's staff of 6 and 34 students, in addition to his role as principal of the Oak Park Independent School with a staff of 11 and 214 students. He oversaw a WASC Self-Study and Visit for that school.

Oak View's staff consists of a principal, three teachers, a part time Special Education case manager teacher, an instructional aide, half-time counselor, part-time psychologist, and office manager. The staff works very hard to build a sense of "school family," as students demonstrate care and respect for one another.

This first year has included many field trips and activities designed to enhance students' understanding of the environment around us and how we interact with it such as nature hikes, coastal excursions, and day trips. The highlight of the year was a field trip with 17 students to Yosemite for several days. Nature Bridge arranged the program and organized students and staff chaperones into three small groups. The experiences included a lot of science, natural history, hiking, painting watercolors of Yosemite scenes, yoga by the river and lichen identification, visits to Yosemite Falls, and Spider Cave, fire suppression work, evening campfire programs and activities supporting socio-emotional and personal development. The rainbow they saw at Yosemite Falls "was spectacular as were the stone formations spotlighted as the sun crept ever lower down their expanse". Ms. Allen related that the students talked and shared music and pictures with each other creating strong bonding among them. "The best aspect of the trip is watching the kids' faces—as they realize they have actually made it to the top when they didn't think they could even start, when they lean in to check that someone is okay and to offer support, when they light up relaying their excitement of having discovered a love of the outdoors and their plan of coming back as an employee someday".

This experience was designed to provide experiences to bring students and staff together as a school family, building the school culture that promotes communication and collaboration. The experiences build on the district motto of educating compassionate and creative global citizens.

Teachers have been integrating parts of the curriculum into units which focus on nature based topics and issues. It is hoped that this new focus will build attendance, which has been faltering despite a variety of hands-on career based classes that have been offered over the past few years through the Ventura County Innovates program. That program's offerings will continue as well

B) Identification of Variables

Since the school district is a District of Choice, the student population is diverse with a range of socio-economic levels, and 29% classified as economically disadvantaged. Oak View is known for maintaining high expectations and clear goals and objectives for grade 10-12 students in a supportive environment. At Oak View High, the school incorporates positive conflict resolution, appropriate behavior and language, a strong work ethic, a unified and knowledgeable staff, close relationships with and among students, and a positive, safe and healthy environment.

The personalized learning needs of students are met in multiple ways including visits from counselors, the Naviance program, and teacher support. Differentiated instruction occurs within small 17:1 classrooms with direct instruction, rigorous content, a-g course designations, implementation of the CCSS/NGSS, and project-based learning.

On the Healthy Kids Survey question, "I try hard at school because I am interested in my work": 63% responded Agree and Strongly Agree. And "I work hard to try to understand new things at school," 100% responded Agree and Strongly Agree.

As for the question "During the past 12 months how many times on school property have you been made fun of, insulted, or called names?" Only 19% reported this, which is considerably lower than what 7th, 9th, and 11th grade students reported at the traditional high schools. Students feel safe at Oak View.

High connectedness with Oak View are revealed in the following responses:

At my school, there is a teacher or some other adult:

Who tells me when I do a good job: 90% of students agreed or strongly agreed.

Who always wants me to do my best: 100% of students agreed or strongly agreed.

Who believes that I will be a success: 91% of students agreed or strongly agreed.

When students ask for help 95% of students responded that they are taken seriously at this school.

At my school, there is a teacher or some other adult:

Who really cares about me: 82% stated this was pretty much and very much true.

Who notices when I am not there: 50% Very much true.

Who listens to me when I have something to say: 95% of students responded pretty much and very true.

C) Academic Achievement

Each year the CAASPP tests different populations of students at Oak View. Students come from different backgrounds and are a fluid population. Many factors affect test taking. Some don't take the test seriously and the sample is small. Typically, we get juniors. We turn them around in their senior year when they get more serious about their education. When the CAHSEE exam was given, there was always a high pass rate; student motivation was high to pass that test because it was an important part of receiving a high school graduation diploma.

Susan Allen, the English Language Arts teacher received her master's in Ed. Psych. And took electives in Masters Of Education English, plus ERWC training. As a result of this, she has been using this CAASPP data to instruct English Language Arts/Literacy students. Since 2016-17 Ms. Allen has been focusing on specific reading and research instruction, and increasing writing and listening opportunities.

The overall summary for 2017-18 showed 66% at Above, At standard and Nearly met the standard compared with 56% in 2016-17. This is a 10% increase. In 2015-16, 71% met this criterion. Writing and Research/Inquiry scores have increased over the past 3 years.

The school has begun a nature-based program and the language arts reading, writing, and research assignments will reflect that focus, not only in English classes but also in social science, science, and history classes.

Mathematics is always a struggle for Oak View students who come to the school with vastly different math knowledge and skills. Most students don't take Algebra II and some don't take Geometry, which are included in the CAASPP test. The teachers do report students demonstrate growth in their math benchmark pre and post- tests.

Math teachers have implemented the use of an interactive notebook program with students in Geometry and Algebra. They also work together and attend several professional development conferences including the California Math Council Conference each year. One teacher is a member of the district math committee.

IDENTIFIED STUDENT NEEDS

- The staff studied the tables of scores for the CAASPP for grade 11 and discussed the implications of the scores over the past 3 years.
- Oak View students consistently demonstrate strong language arts abilities. Students take college prep English courses, which are challenging and rigorous.
- Writing skills are strong and teachers focus on research and inquiry that involves computer use and peer editing skills. The numbers of students not meeting the standards has decreased each year. Goal is to continue teaching writing across the curriculum.
- Mathematics instruction and student assessment continues to be a major focus at Oak View High School. Collaboration with the Oak Park Independent School math department chair as a resource is on-going.
- The district discontinued the use of EADMS math and writing assessments and the teachers are planning to implement a new pre/post math test in 2019. The adoption of a new test will be based on collaboration with the district math consultant hired to work with Oak View.
- The State of California's Comprehensive Support Improvement (CSI) program will allow Oak View to have math support from the district math task force consultant beginning in the school year 2019-20. This grant will enable staff development, curriculum development, and purchase of instructional materials to support mathematics instruction
- The average increase from entering Oak View High School to graduation is one grade point average.
- The longer a student attends Oak View High School, the higher the student's GPA rises.
- Students have earned more credits because they want to stay at Oak View for continued emotional support, the reassuring structure, help with college courses, Oak View classes they want to take even after earning the required 230 credits for graduation.
- Some students like being examples for other kids; they like giving something back to the school. An example of this was a graduate in 2018 who stayed to teach classes to peers.
- Some students stay to complete Ventura County Innovates classes.
- Some students stay to complete their teacher assistant program at Brookside.

- Some stay to earn college credits.
- The school fosters student engagement in learning which results in better grades and the building of self-confidence. Students decide that they can be successful in junior college and training programs after graduation.
- Smaller class size supports student learning and engagement.
- Students at OVHS must work to earn their grades.
- The grades earned speak to the development of the concept that “I am responsible for my learning.”
- It is highly likely that many students with the grade point averages they had at entering Oak View would not have graduated if they had continued with those grade point averages.

D) Teacher/Student/Parent/Guardian Input

Engagement of all stakeholders in the review of student achievement data

The principal, office manager, teachers, counselor, and often the district psychologist meet weekly formally to discuss every aspect of student needs and achievement. Site council, including parents and guardians reviewed program progress at site council meetings. Teachers plan joint lessons, share strategies and discuss motivational techniques that work best with individual students who are experiencing problems. Informal sharing is on-going among staff. The staff shares positive social and academic high points of students, celebrating their successes.

The school is planning ways to optimize student academic performance with the one-time grant funds that will come to Oak View during the 2019-2020 school year. This includes professional development conferences, instructional materials, and personnel.

The district superintendent has hired a district mathematics consultant who will work with Oak View students and teachers to improve student math performance. The superintendent and district office administration approved the new nature-based program and experiences for Oak View students.

Implementation of the school-wide Action Plan

The critical and key areas recommended by the WASC visiting committee in 2016 are in the Action Plan and reviewed each year in an Annual Report. The entire staff meets at the end of each school year to discuss progress made in given area and to discuss modifications to the plan.

Process used to prepare the Progress Report

Weekly meetings throughout the 2018-2019 school year have included staff review, analysis and discussion of CAASP test scores, Healthy Kids Survey responses, up-dating of the Action Plan, brainstorming of significant changes and events summarized in the Significant changes chart. The preparer of this report reviewed the staff meeting minutes of the last school year.

E) Conclusions and Recommendations

The Oak View High School staff conducts yearly evaluations of its programs and progress toward meeting its Action Plan goals. An Annual Report reviews progress achieved for the critical areas for follow-up and for the key issues recommended by the WASC visiting team in March 2016.. Part of this section includes the Annual Reports for 2016-2017 and 2017-2018.

Category A: Organization: Vision and Purpose, Governance, Leadership, Staff, and Resources: Key

Issues

1. Continue to meet with ASB students on a regular basis to discuss issues regarding student concerns about school policies. NEW VC GOAL
 - The ASB met with the principal 5 times to discuss senior issues such as the school's philosophy regarding cell phones.
 - Set up game time at lunch to build morale.
 - ASB held Pajama Day, Halloween, and gifts for children activities. ASB is working to set up spring activities in the future.
2. Continue to explore counseling opportunities to support the socio-emotional needs of students. PRIORITY E #2,3
 - Added girl's groups
 - Staff presentation on LGBT issues through an assembly by Rainbow Umbrella facilitated by Ventura County Mental Health. Janet provides counseling 5 hours per week.
 - Boys' groups
 - Increased use of school psychologist to serve students with 504's.
 - Interface presentation/workshop in health class.

CATEGORY B: STANDARDS-BASED STUDENT LEARNING: CURRICULUM

Key issues for Standards-Based Student Learning: Curriculum

1. Continue to expand the use of EDAMS as data becomes available in social science and science courses. PRIORITY B 3
 - EADMS is not available yet for use in social and science courses. We are waiting for the science applications
 - N/A This was discontinued due to the district not continuing to fund EADMS.
 - Use of SBAC rubrics introduced.
 - ERWC courses added to English curriculum.
2. Continue to expand the amount, quality and material resources that are necessary to support the NGSS standards for inquiry based and project based learning. PRIORITY B 4
 - Training is on-going
 - Staff is looking at curriculum that is inquiry and project based.
 - Piloted *Discovery Education*
 - Sample science release tests for math and science are not available yet.
 - Implement writing across the curriculum program, which includes continued collegial support from English teacher, weekly sharing of assignments and implementation, and interdisciplinary projects all based on CCCS.
 - Seek and implement standards for classes not addressed in CCCS (consumer math, computers, etc.).
 - *Discovery Education* dropped

3. Continue to explore additional opportunities to increase student engagement in the ownership of their own learning as it relates to Global Learning Goals. NEW VC GOAL
 - Next year goal
4. Continue to expand the number of a-g approved courses and investigate ways to expand credit-earning opportunities for students. PRIORITY A-4
 - There is on-going discussion about expanding the A-G courses offered, specifically economics and life science.
 - Susan submitted the ERWC English curriculum (CLU's Expository Reading and Writing Curriculum) for all grade levels. It was approved and she will teach this curriculum in English classes for grades 10, 11, and 12.
 - Next year Marine Science will be submitted for A-G status.
 - 4 currently taught English classes submitted for A-G status.
 - Biology, Health, Marine Science should be moved over to A-G.

CATEGORY C. STANDARDS-BASED STUDENT LEARNING: INSTRUCTION

Key Issues:

1. This small and cohesive team of teachers should continue to explore more opportunities to provide cross-curricular and interdisciplinary experiences and projects for students. NEW VC GOAL
 - Pick one for next year.
 - History and English classes conducted cross-curricular projects last year.
 - New program for next year will have greater focus on cross curricula.
2. The school could explore providing avenues for web publishing of student writing and presentations. NEW VC GOAL
 - Newsletter published poetry and other student work
 - Some projects are tweeted out.
3. Continue to explore ways to expand access to Physical Education credit for all students. NEW VC GOAL
 - This is currently not feasible due to limited staff and financial resources to fund an expanded physical education program.

CATEGORY D: STANDARDS-BASED STUDENT LEARNING: ASSESSMENT AND ACCOUNTABILITY

Key issues for Standards-Based Student Learning: Assessment and Accountability:

1. Continue to expand the Data Management System to include the subjects of Science and Social Science. PRIORITY B-1, PRIORITY D-5
 - Benchmark testing
 - SRI
 - State testing
 - Plan to conduct pre-science testing
 - Expand practice testing via released questions in all areas.
2. Continue to expand assessments in the direction of culminating projects and student portfolios and include them in your assessment plan. PRIORITIES D-2, D-4
 - Assessments consisting culminating projects are required in all academic courses.
 - Student portfolios are under discussion as to what they would look like and consist of.
 - Implement writing across the curriculum program, which includes continued collegial support from English teacher, weekly sharing of assignments and implementation, and interdisciplinary projects all based on CCCS.
 - Student chosen, self-directed culminating projects in English.

CATEGORY E. SCHOOL CULTURE AND SUPPORT FOR STUDENT PERSONAL AND ACADEMIC GROWTH

Key Issues

1. Continue to explore the expansion of career pathways that meet student interests and work place demands. Continue the dialogue between students, staff, community VCOE/VCI to identify these growth opportunities. PRIORITY E-5

- Susan won the VCI Award for her inspiration, innovation pathfinder work.
- VCOE/VCI courses taught during the 2016-17 school year include Sound Engineering, EMR, and Training for a career in Education. A cosmetology course will be offered in 2017-18.
- A jobs class is being offered over 2 quarters to juniors, which includes such things as resumes and job interviews. The majority of juniors attend this class.
- Child Development students participated in weekly one double period internship at district preschool.

2. Continue to “market” OVHS to the broader community. OVHS is an asset to the broader community and with the majority of district residents not having school age children relies on a wide variety of information delivery sources. Getting everyone to know is the key and the efforts are on the right track. District, school and staff communications tools working in concert are making inroads. PRIORITY A-6

- Added 150 followers to Oak View’s Tweet account.
- Over 300 Tweets have been received.
- Thanks expressed by Stew on the Tweet page.
- Newsletter copy is on the website in addition to copies being mailed.
- Acorn newspaper publishes descriptions of good deeds, community involvement.
- Videos, brochure, and letter to editor created in English to represent our program in the community.

3. Continue to provide targeted services and look for creative ways to address emerging needs, examples such as the Girls Group, Clean Teen and the community based mental health and VCOE/Behavioral services are models for future needs. PRIORITY E-2

- Added girls groups
- Staff presentation on LGBT issues through an assembly by Rainbow Umbrella facilitated by Ventura County Mental Health in which Janet provides counseling 5 hours per week.
- Boys’ groups
- Provide a teacher to act as senior advisor to increase the number of activities and build the cohesiveness of the graduating class (KC was excited at the possibility of doing this next year).
- Train staff in LGBTQIA awareness and educational support, then implement classroom practices to facilitate creation of a safe place. (Susan would like to facilitate this.)
- Continue to seek and implement practices that address the needs of students with social/emotional challenges.
- Added LGBTQIA library.
- Provide a teacher to act as senior advisor to increase the number of activities and build the cohesiveness of the graduating class (KC was excited at the possibility of doing this next year). Need to revisit next year.
- Synthesize the school wide critical areas for follow-up and list numerically.

1. **Continue to expand EADMS as data becomes available in the subjects of Social Science and Science. Priority B-3**

- EADMS is not available yet for use in social and science courses. We are waiting for the science applications
 - N/A as program is no longer funded by the district..
- 2. Continue to expand the amount, quality and material resources necessary to support the NGSS standards for inquiry based and project based instruction. Priority B-4**
- Training is on-going
 - Staff is looking at curriculum that is inquiry and project based.
 - Piloted *Discovery Education*
 - Sample science release tests for math and science are not available yet.
 - *Discovery Education* discontinued
- 3. Continue to expand the number of A-G approved courses. Priority A-3**
- There is on-going discussion about expanding the a-g courses offered, specifically economics and life science.
 - Susan submitted the ERWC English curriculum (CLU's Expository Reading and Writing Curriculum) for all grade levels. It was approved and she will teach this curriculum in English classes for grades 10, 11, and 12.
 - Next year Marine Science will be submitted for A-G status.
 - English classes are also in the current rotation.
 - Stained glass class through VPA.
 - Biology and Health & Marine Science submitted for A-G.
- 4. Continue to develop partnerships to support the academic and socio-emotional welfare.**
- Susan won the VCI Award for her inspiration, innovation pathfinder work.
 - VCOE/VCI courses taught during the 2016-17 school year include Sound Engineering, EMR, and Training for a career in Education. A cosmetology course will be offered in 2017-18.
 - A jobs class is being offered over 2 quarters to juniors, which includes such things as resumes and job interviews. The majority of juniors attend this class.
 - Oak View students earned 1st, 2nd, and honorable mention in the Rotary Club "4 Way Essay Contest".
- 5. Continue to explore the expansion of career pathways that meet student interests and work place demands. Priority E-5**
- Susan won the VCI Award for her inspiration, innovation pathfinder work.
 - VCOE/VCI courses taught during the 2016-17 school year include Sound Engineering, EMR, Training for a career in Education. A cosmetology course will be offered in 2017-18.
 - A jobs class is being offered over 2 quarters to juniors, which includes such things as resumes and job interviews. The majority of juniors attend this class.
 - Careers class
- 6. Continue to "market" OVHS to the broader community to promote the positive image it brings to the Oak Park community. Priority A-5**
- Added 150 followers to Oak View's Tweet account.
 - Over 300 Tweets have been received.
 - Thanks expressed by Stew on the Tweet page.
 - Newsletter copy is on the website in addition to copies being mailed.
 - Acorn newspaper publishes descriptions of good deeds, community involvement.
 - See page 4: Videos, brochure, and letter to the editor created in English to represent our program in the community.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.4.a. REDESIGNATE THE POSITION OF DIRECTOR OF SUSTAINABILITY, MAINTENANCE AND OPERATIONS AS DIRECTOR OF BOND PROGRAMS, SUSTAINABILITY, MAINTENANCE AND OPERATIONS, AND APPROVE REVISED JOB DESCRIPTION AND SALARY SCHEDULE PLACEMENT

ACTION

ISSUE: Shall the Board redesignate the position of Director of Sustainability, Maintenance and Operations, and the incumbent employee in that position, as Director of Bond Programs, Sustainability, Maintenance and Operations and approve the revised job description and salary schedule placement?

BACKGROUND: With the recent resignation of the Bond Program Construction Manager, Administration is recommending that the Board increase the responsibilities of the current position of Director of Sustainability, Maintenance Operations to include oversight and direction of the District's Measure S bond program and its operation. In recognition of the increased responsibilities, it is recommended that the Board redesignate the current position, and the incumbent employee in that position, as Director of Bond Programs, Sustainability, Maintenance and Operations, and approve the revised job description and salary schedule placement that follows this report.

FISCAL IMPACT: It is proposed that funding of the redesignated position be split equally between the General Fund and the Measure S Bond Fund, which is appropriate given the role of the position in direct responsibility of day-to-day operations of the program and construction management activities.

ALTERNATIVES:

1. Redesignate the position of Director of Sustainability, Maintenance and Operations, and the incumbent employee in that position, as Director of Bond Programs, Sustainability, Maintenance and Operations and approve the revised job description and salary schedule placement.
2. Do not redesignate the position.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Mr. 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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

Director of Bond Programs, Sustainability, Maintenance, and Operations

DEFINITION

This is an 8 hour a day, twelve (12) month position, 222 day work year

Salary: Range L on Administrative & Confidential Salary Schedule

Brief Description: Under general direction of the Assistant Superintendent, Business and Administrative Services, the Director assumes primary responsibility for directing, planning, and managing the work of staff, contractors, and consultants in the planning and execution of the District's Bond Program. The Director is also responsible for directing, planning, implementing, and supervising the operation of the District Sustainability, Maintenance, and Operations department. The Director provides leadership for the District's sustainability, maintenance, custodial, grounds, facilities and operations programs, ensuring the health and safety of students, staff, parents and visitors, as well as direction, supervision, and evaluation of assigned personnel. The Director also performs other duties as assigned that support the overall objective of this position.

Essential Functions: Duties may include, but are not limited to, the following:

General

- Supervise, coordinate and direct the functions of the Sustainability, Maintenance, and Operations department; directs, supervises, and evaluates assigned personnel, and makes recommendations for employment and assignments of departmental personnel.
- Supervise, plan, prioritize, coordinate, and direct facility maintenance, renovation and repairs, inclusive of the bond program, preventative maintenance, deferred maintenance, energy management, pest management, and hazardous waste and environmental stewardship programs for all district buildings and grounds.
- Supervise, review and evaluate the work of bond program, sustainability, maintenance, operations, grounds, facilities and custodial personnel.
- Develop and maintain high standards for all departmental services and monitor to ensure accountability.
- Develop and maintain Bond Program, Sustainability, Maintenance, and Operations program resources and information on the District website.
- Report to and agendaize regular meetings and communications with the Superintendent and Assistant Superintendent, Business and Administrative Services.
- Prepare and submit regular progress reports and supporting information for the Board of Education, including board agenda items in written and/or oral format, and attend Board meetings as needed.
- Formulate, allocate, and maintain departmental budget.
- Determine needs for purchasing materials, supplies, equipment, and services, including oversight of universal green purchasing/procurement program.
-

Bond Programs

- In consultation with the District and District's consulting team, develop, plan, coordinate, organize, and manage the Program, including the identification and administration of all tasks related to the planning, development, design, scheduling, sequencing, and completion of all Projects to ensure all public funds are maximized and all Projects are completed within the allocated scope, budget, and schedule.
- Develop a master schedule to manage all Program or Project-related activities.
- Develop a master budget that allows for Project and Program budgets and accounting.
- Assist the District in the selection, direction, evaluation, administration, and monitoring of Architect, Engineer, Construction Management, and other consultant contracts. Plan, organize, attend and conduct meetings with site and community committees and other stakeholder groups.
- Work effectively with the Board of Education, community members, District staff, consultants, city and county officials, Office of Public School Construction, Division of the State Architect and other representatives of public or private agencies.

**Job Description: Director of Bond Programs,
Sustainability, Maintenance, and Operations**
Page 2 of 4

- Develop procedures to seek out cost efficiencies and eliminate duplication in efforts and costs.
- Establish and finalize escalation and soft cost budgets incorporating anticipated escalation and soft cost factors.
- Develop a cash-flow analysis and balance with the bond draw-down schedule.
- Assist in administration of a financial management system compatible with the District's primary accounting system which would facilitate accounting of Program funds, auditing of expenditures, Program and Project estimates and budgets, contract payments, a cash management system, and periodic financial reporting.
- Determine needs for purchasing materials, supplies, equipment, and services, including oversight of universal green purchasing/procurement program.

Sustainability Programs

- Provide leadership in continuing development and management of uniform districtwide recycling, composting and landfill-reduction system and liaison with Ventura County waste management officials and vendors.
- Develop, implement, coordinate, support, and report on Green Ribbon sustainability goals and objectives.
- Coordinate with administration, staff, teachers, custodians, students, board members, parents and staff and elected officials to sustain and promote sustainability initiatives as needed.
- Coordinate and manage the application for future sustainability-related programs, awards, and certifications.
- Explore and develop a program that involves working with student councils at the schools on ways to implement and expand green school initiatives.
- Support assemblies and/or communications at the beginning of the school year at all District school sites about the District's waste reduction and recycling programs.
-
- Serve as a major participant in the monthly Environmental Education and Awareness Committee (EEAC) meetings and related communications.
- Work with the EEAC to support April Earth Week activities across the District and coordinate the annual Super Saturday Sustainability Fair.
- Work with community partners to conserve resources, implement renewable solutions and be a community leader in sustainable practices.
- Provide in-service training and orientation programs as required, including focus groups for best practice-based full implementation of the OPUSD districtwide non-toxics green cleaning program.
- Lead/manage internal and external communications on OPUSD's sustainability program progress, including announcements, flyers, surveys, social media and print media, and the District website.
- Author/co-author and support sustainability-focused grant proposals and manage grants as applicable.
- Support schools with the integration of eco-literacy and sustainability principles across all grades and subjects.
- Monitor the District's solar energy project to ensure maximum efficiency and savings. Assist with education component of this program.
- Identify and assist with implementation of energy efficiency opportunities.
- Attend monthly OPUSD Wellness Council meetings, and work with the Director of Student Nutrition and the OPUSD Wellness Council to support further development of districtwide Sustainable Food System. Support student and staff well-being initiatives.
- Track and report success of the program as needed.

Maintenance and Operations Programs

- Assures that buildings and grounds are maintained in a safe condition; and respond to emergencies as required.
- Ensure compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and management of vendor list.

**Job Description: Director of Bond Programs,
Sustainability, Maintenance, and Operations**
Page 3 of 4

- Direct major districtwide purchasing functions requiring formal bids or proposals for services, repair, construction, equipment and supplies; develops bid specifications, schedules bid processes, places legal notices and develops bid packages for vendor use; initiates advertisements for bids for contracts; contacts contractors on the bid lists; mails out bid packages; analyzes bids received and makes recommendations on awarding of contracts; initiate simple contracts and assume responsibility through final acceptance of contracted projects; check and inspect contractor's work to ensure compliance with District procedures, standards, specifications and building codes.
- Coordinate access and oversee management of on-line systems for work orders and facilities use.
- Review plans and procedures for a systematic preventive maintenance program for all facilities, grounds, and equipment.
- Plan, conduct, report and respond to various governmental agency requirements and inspections such as CAL-OSHA, Williams, AHERA, Storm Water, EPA, SWPPP, DTSC, OPSC, SAB, and CDE.
- Coordinate with project managers for bond-related projects.
- Coordinate the increase of drought-tolerant landscaping and water reduction strategies.
- Supervise the outside use of District facilities and grounds under the Civic Center Act and Board policy, and assure availability of facilities and services requested; develop and maintain schedule of costs; monitor the preparation of invoices, and resolve disputes regarding scheduling.
- Oversee coordination of warehouse and district delivery operations.
- Be available nights and weekends in case of emergencies.
- Perform other duties as assigned that support the overall objective of this position.

Ability to:

- Plan, schedule, organize, monitor and administer facility construction functions; analyze and interpret technical materials, such as architectural plans, building standards, project schedules, and budget data accurately and effectively in written and oral communication.
- Interpret and apply laws, rules, regulations, and District policy pertaining to public school bond program financing and construction; school district sustainability, facilities, construction, maintenance, repairs, purchasing and contracts.
- Direct and lead the operation of all phases of the bond program, preventative maintenance, deferred maintenance, energy management, pest management, and hazardous waste and environmental stewardship programs.
- Develop and administer departmental goals, objectives and procedures.
- Plan, direct and coordinate the work of consultants and assigned personnel, including bond, sustainability, maintenance, custodial, grounds and clerical staff, in bond program, sustainability, maintenance, grounds, and purchasing operations.
- Select, supervise, train and evaluate departmental personnel.
- Prepare and supervise the annual bond program and departmental budgets.
- Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of District and departmental goals.
- Operate a computer and modern software to develop, direct and maintain appropriate departmental maintenance and purchasing programs, and maintain necessary financial and governmental records.
- Provide information and assistance to administrators, district staff, parents, and the general public in a helpful, courteous and timely manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Plan and organize work to meet timelines in an environment with constantly changing priorities.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

**Job Description: Director of Bond Programs,
Sustainability, Maintenance, and Operations**
Page 4 of 4

- Estimate cost of repair and construction work.
- Interpret and work from plans and specifications.

Knowledge of:

- Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work, performance evaluation and discipline, and employee selection and development.
- District standards and legal provisions governing school building construction, maintenance, budgeting and finance; principles of budgetary planning and control; State building codes and safety regulations;
- Sustainability planning and policy development, and green building principles, net-zero concepts, renewable technologies and applications, climate action planning.
- Pertinent federal, state and local laws, code and regulations governing public school district facilities, construction, maintenance, repairs, purchasing and contracts.
- Maintenance, construction, and landscape practices and laws affecting the construction, maintenance and repair of school buildings and grounds.
- Methods, materials and equipment used in various trades including carpentry, plumbing, painting, electrical work and in the cleaning and upkeep of school buildings and grounds.
- Modern systems and methods of landscape maintenance, including best practices-based non-toxic, environmentally-friendly applications used in weed and pest control.
- Methods and procedures of purchasing, specification development, and competitive bidding processes.

Education, Experience, and Other Requirements:

- Any combination of training, education, and experience which demonstrates the ability to perform the duties of the position as described; BA degree preferred; experience in school district management and supervision is desirable.
- Administrative experience in a related field (program management, construction, architecture or engineering services, etc.)
- Sustainability planning and policy development experience, or willingness to attend related trainings and certificate programs.
- Working knowledge of green building principles, net-zero concepts, renewable technologies and applications, climate action planning.
- Project/program development and coordination experience.
- Strong data analysis, writing and social media skills.
- Familiarity with EPA Portfolio Manager.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE

2018-19 SCHOOL YEAR

Proposed Board Approval Date: June 18, 2019

Effective: June 19, 2019

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
<u>CONFIDENTIAL - Rates listed as Monthly and Annually</u>							
Administrative Secretary	A	4,550.88 54,610.56	4,823.94 57,887.28	5,113.37 61,360.44	5,420.18 65,042.16	5,745.39 68,944.68	12 Month
Executive Assistant	B	5,236.98 62,843.76	5,552.87 66,634.44	5,885.70 70,628.40	6,239.11 74,869.32	6,615.50 79,386.00	12 Month
<u>ADMINISTRATION - Rates listed as Daily and Annually</u>							
Director Child Nutrition Services	C	374.37 83,110.14	385.60 85,603.20	397.18 88,173.96	409.11 90,822.42	421.38 93,546.36	222
Director Fiscal Services	E	509.62 113,135.64	524.92 116,532.24	540.66 120,026.52	556.89 123,629.58	573.59 127,336.98	222
Middle School Dean	F	462.50 90,187.50	480.46 93,689.70	497.24 96,961.80	513.92 100,214.40	530.75 103,496.25	195
Program Specialist	G.1	492.73 98,546.00	507.68 101,536.00	522.53 104,506.00	537.84 107,568.00	553.57 110,714.00	200
Middle School Assistant Principal	G.2	499.29 99,858.00	514.27 102,854.00	529.70 105,940.00	545.59 109,118.00	561.97 112,394.00	200
High School Assistant Principal Principal OVHS/OPIS	H	526.71 107,975.55	542.49 111,210.45	558.73 114,539.65	575.51 117,979.55	592.80 121,524.00	205
Director Extended Care	I	516.21 113,566.20	531.04 116,828.80	546.27 120,179.40	562.00 123,640.00	578.18 127,199.60	220
Elementary School Principal Director Student Support & School Safety	J	540.79 113,565.90	556.32 116,827.20	572.29 120,180.90	588.76 123,639.60	605.71 127,199.10	210
Middle School Principal	K	549.37 115,367.70	565.15 118,681.50	581.38 122,089.80	598.07 125,594.70	615.31 129,215.10	210
Director Pupil Services	L	590.18 123,937.80	607.88 127,654.80	626.13 131,487.30	644.90 135,429.00	664.25 139,492.50	210
Director Curriculum and Instruction	L	590.18 123,937.80	607.88 127,654.80	626.13 131,487.30	644.90 135,429.00	664.25 139,492.50	210
Director Bond Programs, Sustainability, Maintenance, and Operations	L	590.18 131,019.96	607.88 134,949.36	626.13 139,000.86	644.90 143,167.80	664.25 147,463.50	222
Director Educational Technology and Information Systems	L	590.18 131,019.96	607.88 134,949.36	626.13 139,000.86	644.90 143,167.80	664.25 147,463.50	222
High School Principal	M	612.62 136,001.64	629.90 139,837.80	647.15 143,667.30	664.54 147,527.88	681.78 151,355.16	222
Assistant Superintendent, Human Resources	O	679.75 150,904.50	700.14 155,431.08	721.14 160,093.08	742.77 164,894.94	765.06 169,843.32	222
Assistant Superintendent, Business Services	O	679.75 150,904.50	700.14 155,431.08	721.14 160,093.08	742.77 164,894.94	765.06 169,843.32	222

Annual stipend of \$1,000 for doctorate.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.5.a. APPROVE THE REVISED 2019-20 SCHOOL HANDBOOK/DISCIPLINE PLAN FOR GRADE 6-12 FOR OAK PARK INDEPENDENT SCHOOL

ACTION

ISSUE: Shall the Board of Education review and approve the revised 2019-2020 Handbook/Discipline Plan for Grades 6-12 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. Principal Cromwell, and staff at OPIS would like to amend the 6-12 Grade handbook to reflect the revised section - Honors at Graduation for Oak Park Independent School High School Graduation to include those students who have attended OPHS and OPIS in any combination. The revised School Handbook for 2019-20 can be accessed at this link:
<http://bit.ly/2I7eTxJ>

FISCAL IMPACT: None

ALTERNATIVES: 1. Review and approve the revised 2019-2020 Handbook/Discipline Plan for OPIS as presented.
2. Do not approve the revised 2019-2020 OPIS Handbook/Discipline Plan.

RECOMMENDATION: Alternative # 1.

Prepared by: Mr. Kent Cromwell, Principal Oak Park Independent School

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.5.b. APPROVE RESOLUTION #19-18, ADVOCACY OF SUPPORT OF VENTURA COUNTY PUBLIC SCHOOL FUNDING

ACTION

ISSUE: Shall the Board approve Resolution #19-18 Calling for Advocacy of Support for Ventura County Public Schools?

BACKGROUND: Ventura County Office of Education provides support and guidance for 20 local school districts and 11 charter schools, educating more than 140,000 students from preschool to age 22 in Ventura County. The Ventura County Board of Education has adopted a resolution in support of advocacy efforts in Special Education Funding (AB 428), Career Technical Education funding (AB 1303) and Increased LCFF Base Revenue funding (AB 39). Oak Park Unified School District supports these advocacy efforts on behalf of the Ventura County Public Schools and recommends adopted the following resolution No. 19-18 in support and as an acknowledgement of California's insufficient school funding; and acknowledges that in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success. Ventura County Board of Education's Resolution No. 19-04 are included for the Board reference.

FISCAL IMPACT: There is no immediate impact in the approval of this resolution.

ALTERNATIVES:

1. Approve Resolution #19-18, Calling for Advocacy of Support for Ventura County Public Schools.
2. Do not approve Resolution #19-18.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park Unified School District

RESOLUTION NO. 19-18

BEFORE THE GOVERNING BOARD OF THE OAK PARK UNIFIED SCHOOL DISTRICT

ADVOCACY SUPPORT of VENTURA COUNTY'S PUBLIC SCHOOLS

- WHEREAS,** The Governing Board of the Oak Park Unified School District believes that in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must provide targeted school funding at a level sufficient to support student success; and
- WHEREAS,** All school agencies grapple with increasing mandated Special Education services and insufficient state and federal funding as evidenced in 2017-18, with local school district general fund contributions for special education services at 66%, with the state providing 26% and federal funds providing 8%; and
- WHEREAS,** The Ventura County Board of Education in partnership with the Ventura County Office of Education provides support and guidance for 20 local school districts and 11 charter schools, educating more than 140,000 students from preschool to age 22 in Ventura County; and the Ventura County Special Education Local Plan Area (SELPA) is the third largest multi-district SELPA in California serving 18,582 Special Education students and yet is one of the lowest funded SELPAs in the state; and
- WHEREAS,** Assembly Bill 428 would address several key fiscal issues, including providing special education funding equity by leveling up base AB 602 for all SELPAs at the 95th percentile over a five year period, establishing a funding formula for preschoolers with disabilities, and providing additional funding for students with significant high-cost disabilities; and
- WHEREAS,** The Governing Board of the Oak Park Unified School District believes robust high-quality Career Technical Education (CTE) programs equip our students with the knowledge and skills they need to compete in today's global economy, and that they are especially beneficial to low-income, minority students as research shows that students who engage in CTE programs complete high school at a higher rate than their peers; and
- WHEREAS,** In 2018-19, California provided ongoing funding of \$150 million for the CTE Incentive Grant and \$150 million for the Strong Workforce Program distributed through the Community College Chancellor's Office, a reduction from the \$500 million that was funded in previous years; and
- WHEREAS,** Assembly Bill 1303 would increase the level of state funding to \$450 million and consolidate funding for CTE under the jurisdiction of the California Department of Education, removing unnecessary administrative burdens and delays at the state and local level and allow for the continuation of robust, high-quality CTE programs; and

Resolution 19-18

Advocacy Support of Ventura County's Public Schools

Page 2

WHEREAS, Currently California funds schools at roughly \$1,961 per student less than the national average, and in December 2018, the Governing Board of the Oak Park Unified School District adopted a resolution in support of Full Funding for California Schools; and

WHEREAS, Assembly Bill 39 expresses the intent of the Legislature to increase Local Control Funding Formula (LCFF) base grant target amounts by approximately 60%; increasing the base grant would mean a proportional increase to the supplemental and concentration grants, as well as the K-3 class size grant; and

WHEREAS, The Governing Board of the Oak Park Unified School District supports AB 39 as an acknowledgement of California's insufficient school funding; and acknowledges that in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success.

WHEREAS, The Ventura County Board of Education has adopted a resolution in support of advocacy efforts in Special Education Funding (AB 428), Career Technical Education funding (AB 1303) and Increased LCFF Base Revenue funding (AB 39); and

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Oak Park Unified School District supports the Advocacy efforts of Ventura County Office of Education

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 18th day of June, 2019 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President, Governing Board of the
Oak Park Unified School District

I, Allen Rosen, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on June 18, 2019.

Clerk, Governing Board of the
Oak Park Unified School District



VENTURA COUNTY BOARD OF EDUCATION RESOLUTION NO. 19-04

ADVOCACY SUPPORT of VENTURA COUNTY'S PUBLIC SCHOOLS

- WHEREAS,** The Ventura County Board of Education in partnership with the Ventura County Office of Education provides support and guidance for 20 local school districts and 11 charter schools, educating more than 140,000 students from preschool to age 22 in Ventura County; and
- WHEREAS,** The Ventura County Board of Education believes that in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must provide targeted school funding at a level sufficient to support student success; and
- WHEREAS,** The Ventura County Board of Education has an adopted goal to advocate for equity and access to high quality student educational programs which promote college and career readiness, and an objective to collaborate with the County Superintendent of Schools to formulate positions on selected educational issues with a common VCBE “voice” for sharing with a variety of constituencies; and
- WHEREAS,** All school agencies grapple with increasing mandated Special Education services and insufficient state and federal funding as evidenced in 2017-18, with local school district general fund contributions for special education services at 66%, with the state providing 26% and federal funds providing 8%; and
- WHEREAS,** The Ventura County Special Education Local Plan Area (SELPA) is the third largest multi-district SELPA in California serving 18,582 Special Education students and yet is one of the lowest funded SELPAs in the state; and
- WHEREAS,** Assembly Bill 428 would address several key fiscal issues, including providing special education funding equity by leveling up base AB 602 for all SELPAs at the 95th percentile over a five year period, establishing a funding formula for preschoolers with disabilities, and providing additional funding for students with significant high-cost disabilities; and
- WHEREAS,** The Ventura County Board of Education believes robust high-quality Career Technical Education (CTE) programs equip our students with the knowledge and skills they need to compete in today’s global economy, and that they are especially beneficial to low-income, minority students as research shows that students who engage in CTE programs complete high school at a higher rate than their peers; and
- WHEREAS,** In 2018-19, California provided ongoing funding of \$150 million for the CTE Incentive Grant and \$150 million for the Strong Workforce Program distributed through the Community College Chancellor’s Office, a reduction from the \$500 million that was funded in previous years; and



Resolution 19-04

Advocacy Support of Ventura County's Public Schools

Page 2

- WHEREAS,** Assembly Bill 1303 would increase the level of state funding to \$450 million and consolidate funding for CTE under the jurisdiction of the California Department of Education, removing unnecessary administrative burdens and delays at the state and local level and allow for the continuation of robust, high-quality CTE programs; and
- WHEREAS,** Currently California funds schools at roughly \$1,961 per student less than the national average, and in December 2018, the Ventura County Board of Education adopted a resolution in support of Full Funding for California Schools; and
- WHEREAS,** Assembly Bill 39 expresses the intent of the Legislature to increase Local Control Funding Formula (LCFF) base grant target amounts by approximately 60%; increasing the base grant would mean a proportional increase to the supplemental and concentration grants, as well as the K-3 class size grant; and
- WHEREAS,** The Ventura County Board of Education supports AB 39 as an acknowledgement of California's insufficient school funding; and acknowledges that in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success.
- NOW, THEREFORE, BE IT RESOLVED,** that the Ventura County Board of Education has identified a goal of increased funding for education through advocacy efforts in Special Education Funding (AB 428), Career Technical Education funding (AB 1303) and Increased LCFF Base Revenue funding (AB 39) and urges local Ventura County school districts to join in these efforts.

Adopted this **28th day of May, 2019**, by the following vote:

AYES: Dr. Mark Lisagor, Rachel Ulrich, Mike Teasdale, Rob Collins, Dr. Ramon Flores

NAYS: None.

ABSTAIN: None.

A handwritten signature in cursive script, reading "Mark Lisagor".

Dr. Mark Lisagor, President
Ventura County Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.5.c. APPROVE ANNUAL CERTIFICATION OF SIGNATURES FOR 2019-2020

ACTION

ISSUE: Shall the Board of Education approve the annual Certification of Signatures for 2019-2020?

STATEMENT: The school district must annually file a Certification of Signatures at the beginning of each fiscal year as required by the Ventura County Schools Business and Advisory Services Office and in accordance with provisions of Education Code. These authorizations will be valid through December 17, 2019, unless revisions to staff responsibilities are made during the school year or new members are elected or appointed to the Board.

ALTERNATIVES: 1. Approve Certification of Signatures for 2019-2020.
2. Do not approve Certification of Signatures for 2019-2020 as submitted.

RECOMMENDATION: Alternative #1.

RATIONALE: Education Code mandates that we certify these authorizations annually at the beginning of each fiscal year or after any reorganization or staff change.

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	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT
CERTIFICATION OF SIGNATURES**

I, **ANTHONY W. KNIGHT**, Secretary to the Board of Education of the **OAK PARK UNIFIED SCHOOL DISTRICT** of Ventura County, California certify that the signatures shown below are the verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated. * If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

The approved signatures will be considered valid for the period of **JULY 1, 2019** – **DECEMBER 17, 2019**.

Current Oak Park USD, Assistant Superintendent of Business and Administration Services, Mr. Martin Klauss is retiring on August 9, 2019 and he will be authorized to sign until August 9, 2019. Mr. Adam Rauch, will be taking over as the Assistant Superintendent of Business and Administrative Service from July 1, 2019, there will be an overlap of signers for this position until August 9, 2019.

Date of Board Action: **JUNE 18, 2019**

Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____
Print/Type: **Denise Helfstein**
President of the Board of Education

Signature: _____
Print/Type: **Drew Hazelton**
Member of the Board of Education

Signature: _____
Print/Type: **Allen Rosen**
Clerk of the Board of Education

Signature: _____
Print/Type: **Derek Ross**
Member of the Board of Education

Signature: _____
Print/Type: **Barbara Laifman**
Member of the Board of Education

*K-12 Districts
42632, 42633

PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc. Please list after each name all items that a person is authorized to sign.

Signature: _____

Print/Type: **ANTHONY W. KNIGHT**

Title: **SUPERINTENDENT**

Authorized to Sign: **A, B, C, D, E, F, G, 1, 2, 3, 4, 5**

Signature: _____

Print/Type: **ADAM RAUCH**

Title: **ASSISTANT SUPERINTENDENT, BUSINESS AND ADMINISTRATIVE SERVICES (from July 1, 2019)**

Authorized to Sign: **B, C, D, E, F, G, 1, 2, 4, 5**

Signature: _____

Print/Type: **MARTIN KLAUSS**

Title: **ASSISTANT SUPERINTENDENT, BUSINESS AND ADMINISTRATIVE SERVICES (until AUGUST 9, 2019)**

Authorized to Sign: **B, C, D, E, F, G, 1, 2, 4, 5**

Signature: _____

Print/Type: **LESLIE HEILBRON**

Title: **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

Authorized to Sign: **1, 2, 3**

Signature: _____

Print/Type: **BYRON JONES**

Title: **DIRECTOR, FISCAL SERVICES**

Authorized to Sign: **B, C, D, E, F, 5**

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

The following documents must be filed with School Business and Advisory Services, designating personnel who are authorized to approve and/or sign for:

- A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- B. Authorization to approve payroll orders.
- C. Authorization to approve commercial check orders.
- D. Authorization to sign collection reports to the county.
- E. Authorization to sign board approved budget transfers.
- F. Authorization to sign Inter-fund and Intra-fund Transfers.
- G. Authorization to sign Contracts after Board Approval.

Examples of documents requiring district authority (not required to be filed with School Business and Advisory Services):

- 1. Authorization to sign Employment Contracts.
- 2. Appointment of authorized agents, for federal and state applications.
- 3. Appointment of representatives to acquire surplus property.
- 4. Authorization to sign cafeteria reports.
- 5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

Districts must notify School Business and Advisory Services in writing and submit Board Approved signature authorization amendments as staff and/or organizational changes occur mid-year.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.5.d. APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION MEMBERSHIP DUES (\$8,660), AND EDUCATION LEGAL ALLIANCE MEMBERSHIP DUES (\$2,165) FOR 2019-2020

ACTION

ISSUE: Shall the Board of Education approve California School Boards Association Membership Due and Education Legal Alliance Membership Dues for 2019-2020?

STATEMENT: The Oak Park Unified School District has been a member of the California School Boards Association for many years. As an additional part of membership in CSBA, OPUSD is a member in the Education Legal Alliance at an additional cost. The cost of CSBA membership has increased \$143 and Education Legal Alliance Membership Dues has increased \$36 from last year.

ALTERNATIVES:

1. Approve California School Boards Association Membership and Education Legal Alliance Membership Dues for 2019-2020.
2. Approve only the California School Boards Association Membership for 2019-2020.
3. Do not approve California School Boards Association Education Legal Alliance Membership Dues for 2019-2020.

RECOMMENDATION: At the Board's discretion

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



May 23, 2019

Superintendent and Board President
Oak Park USD
5801 Conifer St.
Oak Park, CA 91377-1002

Dear Superintendent and Board President,

Please find enclosed your 2019-20 dues invoice. We deeply appreciate your contributions to CSBA and the difference they make for California's public schools. The efforts of the Oak Park USD and your fellow CSBA members play a crucial role in our success and we hope we can count on your continued support.

In this mailing, you will find one or more of the following documents:

- **Invoice for your basic CSBA dues.** Paying your dues will make you eligible to take advantage of a host of CSBA's optional subscription services.
- Optional subscription payments, as listed below, will be processed after the basic dues are paid for the 2019-20 fiscal year:
 - **CSBA Educational Legal Alliance (ELA) dues**
 - **CCBE dues** (for eligible county offices of education)
 - **GAMUT subscription dues** (if applicable)
 - **Manual Maintenance services** (if applicable)
 - **Agenda Online** (if applicable)

Coming soon is an opportunity for all members to purchase CSBA's newest subscription service: **CSBA's Online Learning Center**. Please see enclosed flyer for additional information, including how to access a free trial available now through June 30.

CSBA is *your* organization! We encourage you to contact us with your member needs at 800-266-3382 or csba@csba.org. For reference, you are in CSBA Region 11. The CSBA Director providing leadership and support in your region is Suzanne Kitchens of the Pleasant Valley SD.

Sincerely,

Dr. Emma Turner
CSBA President



Please refer to your invoice number and customer number in all communications regarding this invoice.



Invoice Number **Invoice Date** **PO #**
INV-46048-V6L3F4 5/13/2019

Bill To:
Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Ship To:
Oak Park USD
5801 Conifer St.
Oak Park, CA 91377-1002
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
CSBA	CSBA Membership (07/01/2019 - 06/30/2020)	\$8,660.00	1.00	\$8,660.00	
ELA	ELA Membership (07/01/2019 - 06/30/2020)	\$2,165.00	1.00	\$2,165.00	

Dues not processed before September 15 will incur a 10% late fee (up to \$100) and all services will be discontinued after September 16.

Nonmembers do not have access to the CSBA Annual Education Conference and Trade Show. AEC registrations made absent membership dues will be canceled on September 15. Registrants will be refunded, minus a processing fee and hotel reservations canceled on September 16.

Total Invoice: \$10,825.00

Total Paid: \$0.00

Balance Due: \$10,825.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
101072	INV-46048-V6L3F4	05/13/2019		\$10,825.00

Make checks payable to:
California School Boards Association - CSB (6744)
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Bill To:
Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Together we make a difference!

CSBA is proud of the many victories achieved on behalf of California public schools over the past 12 months. Some of the highlights include:

- » Successfully co-sponsored Assembly Bill 2228 (Wood, D-Santa Rosa), which provided an additional “hold-harmless” year for school districts directly impacted by 2017 wildfires and AB 2285 (O’Donnell, D-Long Beach), which helps teachers credentialed in other states obtain a clear credential in California.
- » Increased grassroots advocacy through expansion of the CSBA Public Affairs and Community Engagement Representative (PACER) program.
- » Developed a Full and Fair Funding resolution that was approved by a majority of the state’s school boards and county offices of education.
- » Offered 52 board member training sessions at sites throughout the state.
- » Published 21 policy briefs and fact sheets and created eight new sample board policies and administrative regulations.
- » Provided critical analysis and guidance on the landmark U.S. Supreme Court decision in *Janus v AFSCME*.

For a comprehensive list of CSBA’s recent accomplishments, please read the 2018 Year in Review available at www.csba.org/2018YearInReview.

We can only expand on this work in partnership with our members. Nearly 1,000 local educational agencies, including 15 ROC/PS, rely on our wide range of ever-expanding services, including legislative and legal advocacy, leadership development, board policy development and maintenance, policy research and guidance, media and community relations, and district services and financial programs, and much more.

Your continued membership enables CSBA to provide the best services and support for you and your students. Thank you for your dedication to your community and to California’s public schools.

Renew your CSBA membership for 2018–19. For more information, please call us at 800-266-3382. | www.csba.org

CSBA's Education Legal Alliance

Fighting for public schools

since 1992.



Who we are

The California School Boards Association's Education Legal Alliance is a consortium of school districts, county offices of education, and Regional Occupational Centers/programs that have voluntarily joined together for the past 27 years to create a powerful force to pursue and defend a broad spectrum of statewide public education interests before state and federal courts, state agencies and the Legislature.

What we do

- » Initiate litigation on issues of statewide importance, such as Proposition 98 funding;
- » File amicus briefs and letters supporting school districts and county offices of education on issues of statewide importance;
- » Support education-related legislation;
- » Provide information to members on ELA issues.

How we work

An advisory committee of experienced school law attorneys assists in providing legal analysis and recommendations for ELA involvement to the Steering Committee;

ELA involvement is reviewed by a broad-based Steering Committee consisting of school board members, superintendents and statewide education leaders.

Thank you for your support!

Your annual contribution to the Education Legal Alliance ensures that we can continue this vital work. For more information about your membership, please contact the CSBA legal department at **(800) 266-3382** or **legal@csba.org**.

Recent Activities

Hundreds of Millions of Dollars Saved for School Districts:

In December of 2018, CSBA and ELA filed a lawsuit against the State of California in *CSBA v. Bosler*, because the State's certifications indicated it intended to schedule repayment of previous Proposition 98 underpayments over time, instead of paying it off as constitutionally required. CSBA demanded immediate repayment of **\$686 million** owed to school districts. As a result of the ELA's challenge, the Governor has included repayment of the full \$686 million to our schools (in excess of \$110 per student) in the Governor's 2019-2020 budget.

Amicus Support: The Appellate Court ruled in favor of Salinas UHSD in *Salinas UHSD v. Tanimura & Antle Fresh Food, Inc.*, and in its decision relied upon the amicus brief filed by Education Legal Alliance, in finding that the district was authorized to impose school impact developer fees on a new residential development project intended to house adult-only seasonal farmworkers.



California School Boards Association, Education Legal Alliance
3251 Beacon Blvd., West Sacramento, CA 95691 | www.csba.org/ELA

May/19



PREVIEW

CSBA's new Online Learning Center

Get free access through June 30, 2019.

Continuous learning is a journey, but you shouldn't always have to travel for professional development. Thanks to CSBA's new Online Learning Center, you will soon be able to access a wealth of material on public school governance from any desktop or laptop with an internet connection*.

Preview two learning modules in the demo Online Learning Center.

- » Powerful Summer Learning Programs
- » CSBA Strategic Budgeting and Planning Utilizing the Smarter School Spending Approach (includes content from partner PIVOT Learning)

GIVE IT A TRY TODAY

Simply go to **learning.csba.org** and log in using the same email and password you use to access other CSBA products and services.

Need more help?

Email us at learning@csba.org for additional information.

Happy learning

We encourage you to log-on and take a test drive of the site before its official launch, which is currently scheduled for July. We hope you explore this exciting new platform and provide us with input on how it can best serve your needs.

* Please note that the Online Learning Center is unavailable via app or mobile device during this preview period.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1312.3 – UNIFORM COMPLAINT PROCEDURES – First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures?

BACKGROUND: Board Policy and regulation updated to reflect NEW LAWS authorizing the use of uniform complaint procedures (UCP) to resolve allegations of noncompliance with accommodations for pregnant and parenting students (AB 2289), the development and adoption of an LCFF budget overview for parents/guardians (AB 1808), the development of a school plan for student achievement (AB 716), and specified educational rights of migrant students and immigrant students enrolled in a newcomer program (AB 2121). Policy also updates section on "Non-UCP Complaints" to reflect NEW LAW (AB 1808) which provides that complaints alleging health and safety violations in license-exempt California State Preschool Programs are subject to Williams UCP. Regulation also updates section on "Notifications" to more closely reflect the California Department of Education's (CDE) Federal Program Monitoring instrument, deletes section on "District Responsibilities" which duplicates material in other sections, reorganizes section on "Report of Findings" for clarity, and revises section on "Corrective Actions" to delete item #9 which is not a remedy. Board Policy 1312.3 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 1312.3 – Uniform Complaint Procedures
2. Do not amend Board Policy 1312.3 – Uniform Complaint Procedures

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(a)

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to ~~the~~ UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural ~~vocational~~-career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; ~~English learner programs, federal education programs in Title I-VII, the federal Every Student Succeeds Act~~; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented ~~program which is listed in state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000(a)~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5131.62 - Tobacco)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1312.3(b)

2. Any complaint, ~~by a student, employee, or other person participating in a district program or activity,~~ alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) ~~against any student, employee, or other person participating in~~ district programs and activities, including, ~~but not limited to,~~ in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on ~~his/her~~ the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

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

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

- ~~4.5.~~ Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

- ~~5.6.~~ Any complaint alleging district noncompliance with ~~legal~~ applicable requirements of

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(c)

Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

- ~~6-8.~~ Any complaint, by or on behalf of ~~any~~ a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any ~~legal~~ requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school ~~or~~ district, ~~or country~~; school ~~or records~~ transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

- ~~7-9.~~ Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless ~~student~~ child or youth as defined in 42 USC 11434a, a former juvenile court school student, ~~or~~ currently enrolled in the district, a child of a military family as defined in Education Code 49701 ~~who transfers into the district after his/her second~~, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the ~~award of credit for coursework satisfactorily completed in another school or district or the~~ grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, ~~51225.2~~)

(cf. 6173 - Education for Homeless Children)

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

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

~~8. Any complaint alleging district noncompliance with the requirements of Education Code~~

- ~~8-10.~~ Any complaint, by or on behalf of a student who is a homeless child or youth as

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(d)

11. defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

~~9-12.~~ Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

~~10-13.~~ Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

~~11-14.~~ Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

~~12-15.~~ Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if ~~he/she is~~ different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(e)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to ~~the~~ UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and ~~related~~ requirements ~~related to UCP~~, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain a records of ~~all UCP~~ ~~each~~ complaints and ~~subsequent related actions, including steps taken during the investigations of those complaints and all information required for compliance in accordance with applicable law~~ 5 CCR 4631 and ~~district policy~~ 4633.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, ~~the County~~ Protective Services Division, and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 –

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(f)

Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, ~~or~~ teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

~~222 Reasonable accommodations; lactating students~~

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records, especially:

49069.5 ~~Rights~~ Records of ~~parents~~ foster youth

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, ~~and~~ military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52462 Career technical education

52500-52616.24 Adult schools

54000-54029 Economic Impact Aid

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56865 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process; school plan for student achievement

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1312.3(g)

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

104420 Tobacco-Use Prevention Education

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 ~~Application of section~~ *bility of uniform complaint procedures to complaints regarding students with disabilities*

4600-4687 ~~Uniform complaint procedures~~

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 ~~Title I basic programs~~ *Improving the Academic Achievement of the Disadvantaged*

6801-7014 Title III language instruction for limited English proficient and immigrant students

~~7101-7184 Safe and Drug-Free Schools and Communities Act~~

~~7201-7283g Title V promoting informed parental choice and innovative programs~~

~~7301-7372 Title V rural and low income school programs~~

~~12101-12213 Title II equal opportunity for individuals with disabilities~~

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

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BP 1312.3(h)

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, ~~August 2013~~ October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: ~~<http://familypolicy>~~ <https://www2.ed.gov/policy/gen/guid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Adopted 2-16-93

Amended 11-8-95, 1-28-95, 9-17-02, 6-17-03, 2-15-05, 5-16-06, 9-18-12, 2-17-15, 9-15-15, 5-17-16, 02-21-2017, 8-30-17, 4-17-18, 6-18-19

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AR 1312.3(a)

Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as ~~the employee(s)~~ responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment ~~as the~~ responsible ~~employee(s) to handle~~ for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The ~~individual~~ compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Assistant Superintendent, Human Resources
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377
818-735-3200

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which ~~he/she~~ the compliance officer has a bias or conflict of interest that would prohibit ~~him/her from fairly investigating~~ the fair investigation or ~~resolving~~ resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

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AR 1312.3(b)

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. ~~The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth, homeless students, former juvenile court school students, and children of military families. (Education Code 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; (5 CCR 4622)~~

(cf. 0420 - School Plans/Site Councils)

~~*(cf. 0460 - Local Control and Accountability Plan)*~~

(cf. 1220 - Citizen Advisory Committees)

~~*(cf. 3260 - Fees and Charges)*~~

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

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

~~The notice shall: Identify—~~

(cf. 6175 - Migrant Education Program)

- ~~1.6.~~ Identification of the ~~person~~ responsible staff member(s), position(s), or unit(s) ~~responsible—~~
~~for receiving—~~designated to receive complaints

~~—Advise~~

- ~~2.7.~~ A statement that complaints will be investigated in accordance with the district's

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UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available to him/her under state or federal antidiscrimination laws, if applicable
- ~~1. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).~~

Include statements that:

- ~~a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.~~
- ~~b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.~~
- ~~c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.~~
- ~~d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.~~
- ~~e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.~~
- ~~f. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms—~~

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- ~~e. that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.~~
- ~~f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.~~
- ~~g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.~~
- ~~h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.~~
- ~~i. A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:~~
 - ~~(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed~~
 - ~~(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency~~
 - ~~(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1~~
- ~~j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.~~
- ~~f. k. The appeal to CDE must include a copy of the complaint filed with the district~~

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~~— and a copy of the district's decision.~~

~~1.~~

10. A statement that Ccopies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

District Responsibilities

~~All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631) —~~

~~For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.~~

~~The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.~~

~~All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. — (5 CCR 4630, 4964) —~~

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~~All complainants shall be protected from retaliation.~~

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist ~~him/her~~ in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to ~~the~~ UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against ~~requiring students to pay~~ student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by ~~a person~~ **persons** who alleges that ~~he/she~~ **they** have personally suffered ~~the~~ unlawful discrimination or ~~by a person~~ who believes that an individual or any specific class of individuals has been subjected to ~~it~~ **unlawful discrimination**. The complaint shall be initiated no later than six months from the date ~~when~~ **that** the alleged unlawful discrimination occurred, or six months from the date ~~when~~ **that** the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and

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reliability of the information provided and the seriousness of the allegation.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when ~~he/she is~~ not the complainant, requests confidentiality, the compliance officer shall inform ~~him/her~~ **the complainant or victim** that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within five business day of initiating the investigation, the compliance officer shall provide the complainant and/or ~~his/her~~ **the complainant's** representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or ~~his/her~~ representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. ~~He/she~~ **The compliance officer** shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the

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complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

~~The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.~~

Report of Findings

Timeline for Final Decision

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, ~~and respondent if there is one,~~ a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Final Written Decision

~~The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)~~

~~In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In aFor any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent that relates directly to the alleged victim also shall be sent the district's final written decision at~~

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~~the same time it is provided to the complainant.~~

~~If the complaint involves a limited English proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.~~

For all complaints, the ~~district's final written~~ decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
- ~~2.~~1. The conclusion(s) of law
- ~~3.~~2. Disposition of the complaint
- ~~4.~~3. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education

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- b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single

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primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. ~~He/she~~ The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. 5137 - Positive School Climate)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus

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5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

~~1. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint~~

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or ~~eo-curricular~~cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate

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disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or **bullying**), **that the district does not tolerate it, and how to report and respond to it.**

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision ~~on~~ **on** a complaint regarding any specified federal or state educational program subject to ~~the~~ UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision.
~~(Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; (5 CCR 4632)~~

~~When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with CDE.~~

The complainant ~~or respondent~~ shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

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When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the ~~complainant or respondent~~ district's decision has been appealed ~~the district's decision~~, the Superintendent or designee shall forward the following documents to ~~the~~ CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's ~~uniform complaint procedures~~UCP
7. Other relevant information requested by ~~the~~ CDE

Adopted: 2-16-93

Amended: 9-17-02, 1-06, 3-12, 10-14, 9-15-15, 5-17-16, 02-21-17, 8-30-17, 4-17-18, 6-18-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.6.b. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION AND EXHIBITS 1312.4 – WILLIAMS UNIFORM COMPLAINT PROCEDURES – First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Administrative Regulation and Exhibits 1312.4 – Williams Uniform Complaint Procedures?

BACKGROUND: Administrative Regulation and Exhibit E(1), and E(2) revised; E(3) and E(4) added) updated to reflect NEW LAW (AB 1808) which authorizes the use of Williams UCP to resolve allegations of health and safety violations in license-exempt California State Preschool Programs. Regulation also adds optional paragraph authorizing the use of Williams UCP for complaints alleging that a school that serves grades 6-12 and meets a 40 percent student poverty threshold fails to comply with the requirements to stock at least 50 percent of the school's restrooms with feminine hygiene products and to not charge students for such products. Exhibit 1 revised to add the applicable complaint procedure for the types of complaints listed in the notice. Exhibit 2 expands the applicability of the complaint form to include complaints alleging the failure to provide feminine hygiene products. New Exhibits 3 and 4 provide a sample notice and complaint form for complaints regarding health and safety in license-exempt preschool programs pursuant to AB 1808.

ALTERNATIVES:

1. Approve the amendment to Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures
2. Do not amend Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures

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	_____	_____	_____	_____

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Williams Uniform Complaint Procedures

Types of Complaints

The district shall use the ~~following~~ procedures in this administrative regulation only to investigate and resolve the following: ~~(Education Code 35186, 5 CCR 4680-4683)~~

1. Complaints regarding the insufficiency of textbook and instructional materials, including any complaint alleging that: (Education Code 35186: 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186: 5CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching ~~Students of Limited English Proficiency~~ Learners)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-

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semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer [line](#) stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, ~~and~~ [or](#) paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when

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students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

(cf. 3514 – Environmental Safety)

(cf. 3517 – Facilities Inspection)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186.

Filing of Complaint

A complaint alleging any condition(s) specified in the section “Types of Complaints” above shall be filed with the principal or designee or the preschool administrator or designee as appropriate, at the school in which the complaint arises. ~~at the school in which the complaint arises. A complaint about problems beyond the authority of the principal or preschool administrator The principal or designee shall be forwarded a complaint about problems beyond his/her authority to~~ the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

Investigation and Response

The principal/preschool administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within his/her authority. (Education Code 8235.5, 35186; 5 CCR 4685) Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5) ~~He/she~~ The principal/preschool administrator or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 8235.5, 35186; 5 CCR 4685)

~~Complaints may be filed anonymously.~~ If the complainant has indicated on the complaint form

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~~that he/she would like~~ a desire to receive a response to ~~his/her~~ the complaint, the principal /preschool administrator or Superintendent's ~~or~~ designee shall report the resolution of the complaint to ~~him/her at the mailing address indicated on the complaint form~~ the complainant within 45 working days of the initial filing of the complaint. ~~At the same time, the principal or designee shall report the same information~~ If the principal/preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 8235.5, 35186)

If a complainant is not satisfied with the resolution of the complaint, ~~he/she~~ the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 36186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a or #4 in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/preschool administrator or Superintendent or designee may file an appeal to the Superintendent of Public Instruction (~~SPI~~) within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 8235.5, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186, 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools. Summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 8235.5, 35186; 5 CCR 4686)

Forms and Notices

~~The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a~~

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~~complaint. (Education Code 35186; 5 CCR 4680)~~

~~The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)~~

~~The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)~~

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

8235-8239.1 California State Preschool Programs, especially:

8235.5 California State Preschool Program, complaints regarding health and safety issues

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School Accountability Report Card

35186 Williams uniform complaint procedure

35292.5 – 35292.6 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

CODE OF REGULATIONS, TITLE 5

4600-4671 Uniform complaint procedures

4680-4687 Williams complaints

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

Management Resources:

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Adopted: 11-04

Amended: 1-08, 11-10, 8-14, 6-18-19

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E 1312.4(a)

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

~~4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.~~

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Amended: 1-08, 8-14, 6-18-19

**OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT**

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Community Relations

E 1312.4(b)

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone Number: _____ Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation):

1. Textbooks and instructional materials: (Education Code 35186; 5CCR 4681)

☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

☐ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

☐ Textbooks or instructional materials are in poor or unusable condition, have missing

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pages, or are unreadable due to damage.

_____ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

_____ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

_____ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.

_____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 17592.72, 35186; 35292.5; 5 CCR 4683)

_____ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

_____ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

_____ A school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff: _____

**OAK PARK UNIFIED SCHOOL DISTRICT
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E 1312.4(d)

Please file this complaint with the person specified below at the following location:

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

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature

Date

Amended: 1/08, 8-14, 6-18-19

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 18, 2019
SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINSTRATIVE REGULATION 3100 – BUDGET – First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3100 – Budget?

BACKGROUND: Board Policy 3100 updated to reflect NEW LAW (AB 1808) which requires districts to annually develop, adopt, and post an LCFF budget overview for parents/guardians and to file the budget overview with the county superintendent of schools. Section on "Long-Term Financial Obligations" revised to reflect NEW LAW (SB 1413) which establishes the California Employers' Pension Prefunding Trust Program to allow districts to prefund required contributions to the California Public Employees' Retirement System. Regulation updated to emphasize that any recommendations by the budget advisory committee should be consistent with the district's vision, goals, priorities, LCAP, and other comprehensive plans and to clarify that a regional budget review committee convened by the county superintendent of schools requires approval of the Superintendent of Public Instruction as well as the district board. Board 3100 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 3100 – Budget.
2. Do not amend Board Policy 3100 – Budget.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(a)

Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with **and reflects** the district's vision, ~~moral imperatives~~, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. **The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)**

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget ~~on or before July 1 of each year.~~ (Education Code

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BP 3100(b)

~~42127~~) at a public meeting ~~scheduled on a date held~~ after the ~~date of the~~ public hearing ~~on the-~~
~~budget, but on or before July 1 of each year.~~ The Board shall ~~adopt the budget~~ following its
adoption of the LCAP, or ~~an~~ annual update to the LCAP, and the LCFF budget ~~overview for~~
~~parents/guardians.~~ The budget shall include the expenditures necessary to implement the LCAP
or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is ~~presented at the public hearing as well as the budget~~ formally adopted by the
Board shall adhere to the state's Standardized Account Code Structure as prescribed by the
Superintendent of Public Instruction ~~(SPI).~~ (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as
necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs
first, the Board shall file ~~the adopted district budget~~ with the County Superintendent of Schools ~~-~~
~~the adopted district budget and supporting data.~~ The budget and supporting data shall be
maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the
Board shall review and respond to ~~his/her~~ ~~the County Superintendent's~~ recommendations at a
~~regular~~ public meeting on or before October 8. The response shall include any revisions to the
adopted budget and any other proposed actions to be taken as a result of those recommendations.
(Education Code 42127)

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff,
Board representatives, and/or members of the community.

The committee shall submit recommendations during the budget development process and its
duties shall be assigned each year based on district needs. All recommendations of the committee
shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

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BP 3100(c)

Budget Criteria and Standards

The ~~Superintendent or designee shall develop a~~ district budget ~~shall be developed~~ in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, ~~local control funding formula~~ LCFF revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, ~~unrestricted general~~ fund balance, and reserves. In addition, ~~he/she~~ the Superintendent or designee shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, ~~33128.3~~, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increased~~ing~~ or improved~~ing~~ 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 in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

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2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent ~~may~~ shall have discretion to further delegate the authority to assign funds ~~at his/her discretion~~.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year ~~that~~ following the fiscal year in which the district is notified by the ~~Superintendent of Public Instruction~~ SPI that the amount of monies in the state Public School System Stabilization

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BP 3100(e)

Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds.—(, unless the requirement is waived in accordance with Education Code ~~41202,42127.01~~. (Education Code 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

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BP 3100(f)

41202 Determination of minimum level of education funding
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-~~42141~~42142 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan
GOVERNMENT CODE
7900-7914 Appropriations limit
21710-21716 [California Employer's Pension Prefunding Trust Program](#)
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-~~15496~~15497 Local control funding formula, [supplemental and concentration grant](#) expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, ~~September 2006~~December 2015

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: ~~Appropriate Level of Unrestricted~~ Fund Balance ~~in~~[Guidelines for the General Fund](#), ~~2009~~September 2015

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting ~~by Employers~~ for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, ~~March~~February 2009

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

Adopted: 7-23-80

Amended: 5-1-89, 10-19-83, 6-4-02, 9-17-02, 12-16-03, 3-22-05, 3-17-09, 4-20-10, 4-17-12,
2-20-14, 4-21-15, 4-17-18, [6-18-19](#)

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AR 3100(a)

Budget

Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

(cf. 9140 — Board Representatives)

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

(cf. 1220 — Citizen Advisory Committees)

(cf. 2230 — Representative and Deliberative Groups)

(cf. 9130 — Board Committees)

The Committee's duties may include, but **are** not necessarily **be**-limited to:

1. Making recommendations regarding budget priorities **which align with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans**
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

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The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

Public Hearing

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

(cf. 0460 — Local Control and Accountability Plan)

(cf. 9320 - Meetings and Notices)

(cf. 9322 — Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, ~~and~~ ^{and} dates, ~~and times~~ at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least ~~ten~~ ⁽¹⁰⁾ days but not more than 45 days before the hearing, as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may ~~speak~~ ^{appear and object} to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

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(cf. 9323 - Meeting Conduct)

Budget Review Committee for Disapproved Budgets

If the district's budget is disapproved by the County Superintendent for any reason other than ~~his/her~~ disapproval of the district's ~~local control and accountability plan (LCAP)~~ or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates
2. A regional review committee ~~selected and~~ convened by the County Superintendent with the approval of the Board ~~and SPI~~

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent ~~as he/she develops~~ ~~to develop~~ and adopts, by December 31, a fiscal plan and budget that will allow the district to meet its ~~current fiscal year and multiyear~~ financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

Adopted: 3-17-02

Amended: 9-17-02, 11-04, 11-05, 11-08, 11-13, 4-21-15, 6-18-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 3260 – FEES AND CHARGES –First
Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3260 – Fees and Charges?

BACKGROUND: Board Policy 3260 and regulation updated to add new section on "Collection of Debt," reflecting NEW LAW (AB 1974) which prohibits negative action against a student or former student for a debt owed to the school and requires districts to provide parents/guardians with an itemized invoice that references applicable district policies. Regulation also revised to more directly reflect the most recent CDE fiscal advisory regarding student fees. Board Policy 3260 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 3260 – Fees and Charges.
2. Do not amend Board Policy 3260 – Fees and Charges.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

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Business and Non-instructional Operations

BP 3260(a)

Fees And Charges

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students² participation in the district's educational program are made available to ~~them~~students at no cost.

No student shall be required to pay a fee, deposit, or other charge for ~~his/her~~ participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 – Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of ~~district~~ students' families and their ability to pay.

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

(cf. 0415 - Equity)

(cf. 3250 - Transportation Fees)

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not ~~restrict~~prevent the district from soliciting for donations, ~~participating in~~conducting fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. ~~If~~ The district also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 – Solicitation of Funds from and by Students)

(cf. 3290 – Gifts, Grants and Bequests)

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BP 3260(b)

The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Complaints

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 — Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 — Employee Notifications)

(cf. 5145.6 — Parental Notifications)

Collection of Debt

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

1. Denying full credit for any class assignment
2. Denying full and equal participation in any classroom activity
3. Denying access to the library or other on-campus educational facilities
4. Denying or withholding grades or transcripts

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5. Denying or withholding a diploma
6. Limiting or barring participation in an extracurricular activity, club, or sport
7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services
8250 Child care and development services for children with disabilities
8263 Child care eligibility
8422 21st Century High School After School Safety and Enrichment for Teens programs
8482.6 After School Education and Safety programs
8760-8774 Outdoor science ~~and~~, conservation, *and forestry* programs
17453.1 District sale or lease of Internet appliances or personal computers to *parents of students* ~~or parents~~
17551 Property fabricated by students
19910-19911 Offenses against libraries
32033 Eye protective devices
32221 Insurance for athletic team member
32390 Fingerprinting program
35330-35332 Excursions and field trips
35335 School camp programs
38080-38086.1 Cafeteria establishment and use
38120 Use of school band equipment on excursions to foreign countries
39801.5 Transportation for adults
39807.5 Payment of transportation costs
39837 Transportation of students to places of summer employment
48050 Residents of adjoining states
48052 Tuition for foreign residents
48904 Liability of parent or guardian
49010-49013 Student fees
49014 *Public School Fair Debt Collection Act*
49065 Charge for copies
49066 Grades, effect of physical education class apparel
49091.14 Prospectus of school curriculum
49557.5 *Unpaid school meal fees*
51810-51815 Community service classes
52612 Tuition for adult classes
52613 Nonimmigrant foreign nationals
56504 School records; students with disabilities
60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 8

1184 ~~Foreign~~ Nonimmigrant students

COURT DECISIONS

~~Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513~~

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

~~Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513~~

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Pupil Fees: Damage to School Property, Fiscal Management Advisory 16-01, September 16, 2016-~~

~~Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015-~~

~~Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony, Addendum to, Fiscal Management Advisory 12-02, October 4, 2013~~ 17-01, July 28, 2017

~~Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013~~

WEB SITES

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

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

Adopted: 1-11-78

Amended: 7-23-80, 6-23-82, 5-2-89, 9-17-02, 12-16-03, 2-19-13, 6-17-14, 8-30-17, 6-18-19

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AR 3260(a)

Fees And Charges

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Reimbursement to the district for the direct cost of materials provided used by the district to a student for the fabrication of nonperishable personal students to fabricate property the student they will take home for his/her their own possession and use, such as wood shop, art, or sewing projects kept by the students (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average unsubsidized cost per student and exemptions are made for indigent and disabled students, the district provides a waiver based on financial need, and an exemption is made for any student with a disability whose individualized education program includes

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transportation as a related service necessary to receive a free appropriate public education
(Education Code 39807.5)

(cf. 3250 – Transportation Fees)

(cf. 6159 - Individualized Education Program)

(cf. 6178.2 - Regional Occupational Center/Program)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 – District Technology Plan)

(cf. 6163.4 – Student Use of Technology)

11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 – Hazardous Substances)

(cf. 5142 - Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 – Student Records)

14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for

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AR 3260(c)

copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)

(cf. 5020 – Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 – Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Funds)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

16. ~~As allowed in~~ In accordance with law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that ~~he/she~~the student fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 - District Residency)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is ~~for severely disabled children and the student is eligible to enroll in~~ ~~it~~exempted from fees by law (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 – Preschool/Early Childhood Education)

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided

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that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

(cf. 5148.2 - Before/After School Programs)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 – Advanced Placement)

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

Adopted: 6-3-81

Amended: 4-14-82, 5-2-89, 9-17-02, 11-12, 4-14, 8-30-17, 6-18-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY 3515.4 – RECOVERY FOR PROPERTY LOSS OR DAMAGE - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3515.4 – Recovery for Property Loss or Damage?

BACKGROUND: Board Policy 3515.4 updated to reflect the 2019 limits for parent/guardian liability for property loss or damage caused by a child's willful misconduct and for any reward paid for information leading to the identification of persons responsible for property damage. Policy also reflects NEW LAW (AB 1974) which prohibits the collection of debt owed by a current or former homeless or foster youth. Regulation updated to reflect the requirement to offer an option for a student to provide work in lieu of payment when the parents/guardians are unable to pay, and AB 1974 which allows the district, at its discretion, to offer any student, regardless of ability to pay, a nonmonetary means to settle debt. Regulation also adds a paragraph allowing the district to withhold a student's grades, diplomas, or transcripts until the damages have been recovered. Section on "Payment of Reward" deleted and key concepts moved to BP. Board Policy 3515.4 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3515.4 – Recovery for Property Loss or Damage.
2. Do not amend Board Policy 3515.4 – Recovery for Property Loss or Damage.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3515.4(a)

Recovery For Property Loss Or Damage

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. ~~To discourage such acts, the~~ When district ~~may~~ property is damaged due to the willful misconduct of a student or other person, the district shall seek reimbursement of damages, within the limitations specified in law, from ~~any individual or from the custodial~~ the parent/guardian of ~~any~~ a minor ~~who has committed theft or has willfully damaged district or employee property.~~ child or from any other responsible individual.

(cf. 0450 -- Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

(cf. 4158/4258/4358 - Employee Security)

~~(cf. 5125.2 -- Withholding Grades, Diploma or Transcripts)~~

(cf. 5131 -- Conduct)

(cf. 5131.5 - Vandalism, and Graffiti)

(cf. 5136 - Gangs)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

Rewards

~~If law enforcement are unable to fix responsibility for the theft or vandalism,~~ The Board may ~~authorize~~ offer and pay a reward for information leading to the determination of the identity of, and the ~~identification and~~ apprehension of ~~the responsible~~, any person(s) who willfully damages or destroys any district property. (Government Code 53069.5)

The Board shall determine the appropriate amount for the reward.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the ~~crime~~ act has been established by a criminal conviction or other appropriate

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Business and Non-Instructional Operations

BP 3515.4(b)

judicial procedures. If more than one person provides information, the reward shall be divided among them as appropriate.

Legal Reference:

EDUCATION CODE

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent ~~or~~ guardian for willful misconduct; ~~withholding of grades, diplomas and transcripts~~

49014 *Public School Fair Debt Collection Act*

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage; ~~liability for reward~~

53069.6 Actions to recover damages

54951 Local agency, definition

PENAL CODE

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Management Resources:

WEB SITES

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

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

Judicial Council of California: <http://www.courts.ca.gov>

Adopted: 7-23-80

Amended: 2-7-84, 7-11-89, 9-17-02, 2-17-04, 10-20-09, 6-18-19

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3515.4(a)

Recovery For Property Loss Or Damage

District employees shall report ~~all~~any damage ~~to~~ or loss of school property to the ~~principal~~Superintendent or designee immediately after such damage or loss is discovered. ~~—In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the appropriate district official.~~

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.5 - Vandalism, ~~Theft~~ and Graffiti)

Investigation

The ~~principal~~Superintendent or designee shall conduct a complete investigation of any instance of damage ~~to~~ or loss of school property and shall consult law enforcement officials when appropriate. ~~—If it is determined that the damage has been committed by any district student, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.~~

(cf. ~~5131—Conduct~~)

(cf. ~~5144—Discipline~~)

(cf. ~~5144.1—Suspension and Expulsion/Due Process~~)

(cf. ~~51453515.3—Nondiscrimination/Harassment~~ District Police/Security Department)

(cf. ~~5145.7—Sexual Harassment~~)

(cf. ~~5145.9—Hate-Motivated Behavior~~)

Recovery of Damages

When the individual causing the damage or loss has been identified and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover ~~these~~the district's costs and shall consult with the district's legal counsel and/or insurance ~~administrator~~carrier, as appropriate.

Such steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from ~~his/her~~the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

Payment of Reward

~~When authorized according to Board policy, the Superintendent or designee shall pay the reward to the party who provides information sufficient to identify and apprehend the person(s) subsequently determined to be responsible for the damage or loss. — If more than one person—~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3515.4(b)

~~provides information, the reward shall be divided among them as appropriate.~~

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

In addition, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Adopted: 7-23-80

Amended: 2-7-84, 7-11-89, 9-17-02, 9-09, 6-18-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: VII.1. MONTHS 9 AND 10 ENROLLMENT AND ATTENDANCE REPORTS
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Months 9 and 10 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, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Month 9: April 1, 2019 to April 26, 2019										Year to Date: August 8, 2018 - April 26, 2019									
	Enrollment Comparison			ADA Comparison			ADA% Comparison				Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance		2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance
BES										BES									
K	94	98	(4)	91.29	95.80	(4.51)	97.12%	97.76%	-0.64%	K	94	98	(4)	91.29	94.74	(3.45)	97.12%	96.67%	0.44%
1	84	80	4	82.07	78.13	3.94	97.70%	97.66%	0.04%	1	84	80	4	81.18	78.06	3.12	96.64%	97.58%	-0.93%
2	84	75	9	83.29	73.27	10.02	99.15%	97.69%	1.46%	2	84	75	9	82.51	72.94	9.57	98.23%	97.25%	0.97%
3	81	97	(16)	77.29	94.20	(16.91)	95.42%	97.11%	-1.69%	3	81	97	(16)	78.55	94.66	(16.11)	96.98%	97.59%	-0.61%
4	97	117	(20)	93.86	113.80	(19.94)	96.76%	97.26%	-0.50%	4	97	117	(20)	94.13	114.54	(20.41)	97.04%	97.90%	-0.86%
5	122	99	23	118.29	97.27	21.02	96.96%	98.25%	-1.29%	5	122	99	23	119.92	96.88	23.04	98.30%	97.86%	0.44%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	562	566	(4)	546.09	552.47	(6.38)	97.17%	97.61%	-0.44%	Total	562	566	(4)	547.58	551.82	(4.24)	97.43%	97.49%	-0.06%
OHES										OHES									
K	92	101	(9)	89.93	97.40	(7.47)	97.75%	96.44%	1.31%	K	92	101	(9)	89.24	96.70	(7.46)	97.00%	95.74%	1.26%
1	86	78	8	83.00	75.60	7.40	96.51%	96.92%	-0.41%	1	86	78	8	83.99	74.67	9.32	97.66%	95.73%	1.93%
2	81	78	3	78.64	76.40	2.24	97.09%	97.95%	-0.86%	2	81	78	3	79.61	76.54	3.07	98.28%	98.13%	0.16%
3	81	97	(16)	78.86	75.80	3.06	97.36%	78.14%	19.21%	3	81	78	3	77.26	75.42	1.84	95.38%	96.69%	-1.31%
4	98	99	(1)	94.71	93.67	1.04	96.64%	94.62%	2.03%	4	98	97	1	94.14	94.36	(0.22)	96.06%	97.28%	-1.22%
5	97	-	97	93.29	96.27	(2.98)	96.18%	0.00%	96.18%	5	97	99	(2)	94.86	96.79	(1.93)	97.79%	97.77%	0.03%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	535	453	82	518.43	515.14	3.29	96.90%	113.72%	-16.81%	Total	535	531	4	519.10	514.48	4.62	97.03%	96.89%	0.14%
ROES										ROES									
K	120	102	18	117.86	98.54	19.32	98.22%	96.61%	1.61%	K	120	102	18	114.80	93.85	20.95	95.67%	92.01%	3.66%
1	85	78	7	82.71	75.13	7.58	97.31%	96.32%	0.99%	1	84	78	6	82.66	76.22	6.44	98.40%	97.72%	0.69%
2	85	101	(16)	82.43	98.13	(15.70)	96.98%	97.16%	-0.18%	2	85	101	(16)	83.13	96.04	(12.91)	97.80%	95.09%	2.71%
3	108	103	5	104.50	99.40	5.10	96.76%	96.50%	0.25%	3	108	103	5	103.58	98.98	4.60	95.91%	96.10%	-0.19%
4	99	97	2	94.86	94.07	0.79	95.82%	96.98%	-1.16%	4	99	97	2	95.19	96.02	(0.83)	96.15%	98.99%	-2.84%
5	95	101	(6)	92.07	97.93	(5.86)	96.92%	96.96%	-0.04%	5	95	101	(6)	93.89	97.10	(3.21)	98.83%	96.14%	2.69%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	592	582	10	574.43	563.20	11.23	97.03%	96.77%	0.26%	Total	591	582	9	573.25	558.21	15.04	97.00%	95.91%	1.08%
MCMS										MCMS									
6	354	343	11	344.29	336.40	7.89	97.26%	98.08%	-0.82%	6	354	343	11	346.00	336.36	9.64	97.74%	98.06%	-0.32%
7	352	364	(12)	337.64	355.27	(17.63)	95.92%	97.60%	-1.68%	7	352	364	(12)	339.75	354.64	(14.89)	96.52%	97.43%	-0.91%
8	380	371	9	367.07	362.67	4.40	96.60%	97.75%	-1.16%	8	380	371	9	371.41	364.17	7.24	97.74%	98.16%	-0.42%
SDC	-	-	-	-	0.13	(0.13)	0.00%	0.00%	0.00%	SDC	-	-	-	-	1.21	(1.21)	0.00%	0.00%	0.00%
Total	1,086	1,078	8	1,049.00	1,054.47	(5.47)	96.59%	97.82%	-1.22%	Total	1,086	1,078	8	1,057.16	1,056.38	0.78	97.34%	97.99%	-0.65%
OPHS										OPHS									
9	395	401	(6)	383.79	387.07	(3.28)	97.16%	96.53%	0.64%	9	395	401	(6)	389.60	393.28	(3.68)	98.63%	98.07%	0.56%
10	394	382	12	378.71	366.40	12.31	96.12%	95.92%	0.20%	10	394	382	12	385.94	372.65	13.29	97.95%	97.55%	0.40%
11	356	383	(27)	341.93	363.07	(21.14)	96.05%	94.80%	1.25%	11	355	383	(28)	347.83	370.61	(22.78)	97.98%	96.77%	1.22%
12	377	371	6	351.14	343.87	7.27	93.14%	92.69%	0.45%	12	377	371	6	360.89	353.62	7.27	95.73%	95.32%	0.41%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	1.67	(1.67)	0.00%	0.00%	0.00%
Total	1,522	1,537	(15)	1,455.57	1,460.41	(4.84)	95.64%	95.02%	0.62%	Total	1,521	1,537	(16)	1,484.26	1,491.83	(7.57)	97.58%	97.06%	0.52%
OVHS										OVHS									
10-12	46	33	13	39.46	29.11	10.35	85.78%	88.21%	-2.43%	10-12	46	43	3	36.13	30.10	6.03	78.54%	70.00%	8.54%
OPIS										OPIS									
K-12	214	225	(11)	205.65	220.40	(14.75)	96.10%	97.96%	-1.86%	K-12	214	225	(11)	204.59	200.43	4.16	95.60%	89.08%	6.52%
Other***	3	6	(3)	6.46	5.58	0.88				Other***	3	6	(3)	6.46	5.58	0.88			
Total	4,560	4,480	80	4,395.09	4,400.78	(5.69)	96.38%	98.23%	-1.85%	Total	4,558	4,568	(10)	4,428.53	4,408.83	19.70	97.16%	96.52%	0.64%

Month 10: April 24, 2019 to May 24, 2019										Year to Date: August 8, 2018 - May 24, 2019									
	Enrollment Comparison			ADA Comparison			ADA% Comparison				Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance		2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance
BES										BES									
K	94	98	(4)	90.95	92.90	(1.95)	96.76%	94.80%	1.96%	K	94	98	(4)	91.24	94.55	(3.31)	97.06%	96.48%	0.58%
1	84	79	5	81.15	77.70	3.45	96.61%	98.35%	-1.75%	1	84	79	5	81.18	78.02	3.16	96.64%	98.76%	-2.12%
2	84	75	9	81.60	72.45	9.15	97.14%	96.60%	0.54%	2	84	75	9	82.40	72.88	9.52	98.10%	97.17%	0.92%
3	81	97	(16)	78.40	94.25	(15.85)	96.79%	97.16%	-0.37%	3	81	97	(16)	78.55	94.61	(16.06)	96.98%	97.54%	-0.56%
4	97	117	(20)	92.95	112.50	(19.55)	95.82%	96.15%	-0.33%	4	97	117	(20)	93.99	114.31	(20.32)	96.90%	97.70%	-0.80%
5	122	99	23	119.60	95.75	23.85	98.03%	96.72%	1.32%	5	122	99	23	119.88	96.76	23.12	98.26%	97.74%	0.52%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	562	565	(3)	544.65	545.55	(0.90)	96.91%	96.56%	0.36%	Total	562	565	(3)	547.24	551.13	(3.89)	97.37%	97.55%	-0.17%
OHES										OHES									
K	89	99	(10)	89.20	97.10	(7.90)	100.22%	98.08%	2.14%	K	92	99	(7)	89.23	96.77	(7.54)	96.99%	97.75%	-0.76%
1	83	77	6	84.05	76.50	7.55	101.27%	99.35%	1.91%	1	86	77	9	84.05	74.89	9.16	97.73%	97.26%	0.47%
2	79	75	4	79.65	75.60	4.05	100.82%	100.80%	0.02%	2	81	75	6	79.61	76.43	3.18	98.28%	101.91%	-3.62%
3	78	76	2	79.15	76.85	2.30	101.47%	101.12%	0.36%	3	80	76	4	77.48	75.59	1.89	96.85%	99.46%	-2.61%
4	98	94	4	96.15	93.75	2.40	98.11%	99.73%	-1.62%	4	98	94	4	94.37	94.34	0.03	96.30%	100.36%	-4.07%
5	94	94	-	94.90	97.10	(2.20)	100.96%	103.30%	-2.34%	5	97	94	3	94.87	96.83	(1.96)	97.80%	103.01%	-5.21%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	521	515	6	523.10	516.90	6.20	100.40%	100.37%	0.03%	Total	534	515	19	519.61	514.85	4.76	97.31%	99.97%	-2.67%
ROES										ROES									
K	119	103	16	116.60	100.20	16.40	97.98%	97.28%	0.70%	K	118	103	15	115.01	94.55	20.46	97.47%	91.80%	5.67%
1	81	79	2	81.35	76.70	4.65	100.43%	97.09%	3.34%	1	79	79	-	82.51	76.28	6.23	104.44%	96.56%	7.89%
2	84	101	(17)	82.50	98.10	(15.60)	98.21%	97.13%	1.09%	2	84	101	(17)	83.06	96.37	(13.31)	98.88%	95.42%	3.47%
3	108	103	5	105.70	100.95	4.75	97.87%	98.01%	-0.14%	3	108	103	5	103.83	99.28	4.55	96.14%	96.39%	-0.25%
4	95	97	(2)	96.85	94.65	2.20	101.95%	97.58%	4.37%	4	94	97	(3)	95.39	95.87	(0.48)	101.48%	98.84%	2.64%
5	93	100	(7)	92.85	96.95	(4.10)	99.84%	96.95%	2.89%	5	93	100	(7)	93.77	97.08	(3.31)	100.83%	97.08%	3.75%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	580	583	(3)	575.85	567.55	8.30	99.28%	97.35%	1.93%	Total	576	583	(7)	573.57	559.43	14.14	99.58%	95.96%	3.62%
MCMS										MCMS									
6	352	342	10	344.65	333.35	11.30	97.91%	97.47%	0.44%	6	354	342	12	345.87	336.02	9.85	97.70%	98.25%	-0.55%
7	346	364	(18)	336.75	353.05	(16.30)	97.33%	96.99%	0.33%	7	351	364	(13)	339.40	354.49	(15.09)	96.70%	97.39%	-0.69%
8	335	370	(35)	351.10	345.10	6.00	104.81%	93.27%	11.54%	8	380	370	10	369.07	362.08	6.99	97.12%	97.86%	-0.74%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	1.08	(1.08)	0.00%	0.00%	0.00%
Total	1,033	1,076	(43)	1,032.50	1,031.50	1.00	99.95%	95.86%	4.09%	Total	1,085	1,076	9	1,054.34	1,053.67	0.67	97.17%	97.92%	-0.75%
OPHS										OPHS									
9	396	396	-	386.15	391.10	(4.95)	97.51%	98.76%	-1.25%	9	396	396	-	389.23	393.14	(3.91)	98.29%	99.28%	-0.99%
10	394	377	17	380.85	367.55	13.30	96.66%	97.49%	-0.83%	10	394	377	17	385.33	372.00	13.33	97.80%	98.67%	-0.87%
11	355	382	(27)	340.35	364.35	(24.00)	95.87%	95.38%	0.49%	11	355	382	(27)	346.97	369.99	(23.02)	97.74%	96.86%	0.88%
12	377	369	8	355.95	351.60	4.35	94.42%	95.28%	-0.87%	12	377	369	8	360.33	353.44	6.89	95.58%	95.78%	-0.20%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	1.49	(1.49)	0.00%	0.00%	0.00%
Total	1,522	1,524	(2)	1,463.30	1,474.60	(11.30)	96.14%	96.76%	-0.62%	Total	1,522	1,524	(2)	1,481.86	1,490.06	(8.20)	97.36%	97.77%	-0.41%
OVHS										OVHS									
10-12	45	32	13	39.32	29.80	9.52	87.38%	93.13%	-5.75%	10-12	45	43	2	36.52	29.80	6.72	81.16%	69.30%	11.85%
OPIS										OPIS									
K-12	214	225	(11)	209.00	223.15	(14.15)	97.66%	99.18%	-1.51%	K-12	214	225	(11)	205.07	202.96	2.11	95.83%	90.20%	5.62%
Other***	3	5	(2)	6.36	8.71	(2.36)				Other***	3	5	(2)	6.36	8.71	(2.36)			
Total	4,480	4,525	(45)	4,394.08	4,397.76	(3.69)	98.08%	97.19%	0.89%	Total	4,541	4,536	5	4,424.57	4,410.61	13.95	97.44%	97.24%	0.20%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 18, 2019

SUBJECT: VII.2. 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 May 15, 2019?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

Prepared by: Keith Henderson, Bond Construction Manager
Leon Cavallo, Project Manager, Balfour Beatty Construction
Enoch Kwok, Director, Educational Technology and Information Systems
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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

Budget vs. Commitments and Expenditures
as of May 15, 2019

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management				-	-	-	-		
Measure S General Planning Services	155,160	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Program Management Salaries	802,914	-	802,914	768,807	34,107	768,807	-	In Design	IN PROGRESS
17-58S General Planning & Services	90,821	29,400	120,221	120,221	-	92,158	28,063	In Design	HED General Planning
Measure S- PM/CM Software, Equipment & Supplies	251,000	-	251,000	178,463	72,537	178,322	141	In Design	IN PROGRESS
Measure S General CM Services	462,811	-	462,811	306,850	155,961	284,410	22,440	In Design	IN PROGRESS
	1,762,706	29,400	1,792,106	1,529,501	262,605	1,478,857	50,644		
Brookside Elementary School				-	-	-	-		
17-32S Security Fencing	99,940	(41,450)	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	587,417	1,336,274	1,200,918	135,356	153,706	1,047,212	Out to Bid	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1	3,648,750	-	3,648,750	390,473	3,258,277	310,028	80,445	In Design	IN PROGRESS
	4,510,947	545,967	5,056,914	1,663,281	3,393,633	535,624	1,127,657		
District Office				-	-	-	-		
19-17S District Office Emergency Generator	65,625	-	65,625	-	65,625	-	-	In Construction	BOARD APPROVED 6/4/19
	65,625	-	65,625	-	65,625	-	-		
District Wide				-	-	-	-		
17-49S Security Badge System Upgrade	9,586	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	92,900	7,092,900	7,120,121	(27,221)	7,120,121	-	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	-	Close-out	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	14,669	-	Complete	CLOSED
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	12,319	87,681	12,319	-	Out to Bid	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	270,374	-	48,644	221,730	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	200,000	2,043	197,957	-	2,043	Future	PROPOSED PROJECT
	8,158,192	99,375	8,257,567	8,007,251	250,316	7,783,479	223,772		
Medea Creek Middle School				-	-	-	-		
17-23S Roof Replacement	83,000	(22,684)	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	61,435	338,245	331,787	6,458	331,787	-	Complete	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	1,506,394	1,568,261	(61,867)	1,567,460	800	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,717,470	-	4,717,470	436,158	4,281,312	343,757	92,401	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	3,759	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	80,000	(8,198)	71,802	71,802	-	70,880	922	In Close-Out	IN CLOSEOUT
19-15S Shade Sails at MCMS	55,850	-	55,850	-	55,850	-	-	In Construction	BOARD APPROVED 6/4/19
	7,155,599	39,255	7,194,853	2,924,869	4,269,985	2,811,438	113,431		
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



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

Budget vs. Commitments and Expenditures
as of May 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		
18-19S Add Modular Classrooms	4,824,000	-	4,824,000	421,985	4,402,015	169,965	252,020	In Design	IN PROGRESS
19-02S: Area Drain Improvements @Rooms 8-11	13,640	(1,240)	12,400	12,400	-	12,400	-	Closed	NOC APPROVED 5/14/19
19-12F OHES Running Track	25,084	-	25,084	-	25,084	-	-	In Construction	BOARD APPROVED 6/7/19
	5,070,913	(5,747)	5,065,166	631,882	4,433,283	379,862	252,020		
Oak Park High School					-		-		
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	283,134	283,134	0	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	2,800	23,450	23,450	-	23,450	-	Complete	NOC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
	1,167,684	(211,302)	956,382	881,701	74,681	881,701	-		
Oak Park Neighborhood School					-		-		
19-08S OPNS Arch Svcs for DSA Certific	189,285	-	189,285	189,285	-	-	189,285	In Design	BOARD APPROVED 4/23/19
	189,285	-	189,285	189,285	-	-	189,285		
Red Oak Elementary School					-		-		
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement	6,021,482	-	6,021,482	420,289	5,601,193	270,951	149,339	In Design	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Safety & Security Fencing	130,400	-	130,400	-	130,400	-	-	In Construction	BOARD APPROVED 6/4/19
	6,205,131	(4,981)	6,200,150	468,557	5,731,593	319,219	149,339		
TECH					-		-		
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	-	263,923	140,780	123,143	132,802	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,822	4,678	26,822	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	-	30,000	29,823	177	29,823	-	In Progress	IN PROGRESS
18-43S DW Virtual Reality Pilot Program	6,000	-	6,000	-	6,000	-	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(2,700)	79,709	79,709	-	79,709	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgrm Grds 5-12	670,000	-	670,000	641,291	28,709	-	641,291	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2	250,000	-	250,000	-	250,000	-	-	In Construction	BOARD APPROVED 6-4-19
	2,308,932	(1,168)	2,307,764	1,821,695	486,069	1,159,112	662,583		
Totals	36,595,014	490,798	37,085,812	18,118,022	18,967,791	15,349,291	2,768,731		