

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #968

DATE: December 11, 2018

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

TIME: **6:00 p.m. Open Session – G9**

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

BOARD OF EDUCATION

Derek Ross, Member
Denise Helfstein, Member
Barbara Laifman, Member
Allen Rosen, Member
Drew Hazelton, Member
Gavin Cornick, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent
Ragini Aggarwal, Executive Assistant
Martin Klauss, Assistant Superintendent, Business & Administrative Services
Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Dr. Jay Greenlinger, Director Curriculum and Instruction
Enoch Kwok, Director, Educational Technology & Information Systems
Susan Roberts, Director, Pupil Services
Stewart McGugan, Director, Student Support and School Safety

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

12/6/2018

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

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

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

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

All Board Actions and Discussion are electronically recorded and maintained for thirty days.

Interested parties may review the recording upon request.

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

NEXT REGULAR MEETING

Tuesday, January 15, 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.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – ORGANIZATIONAL BOARD MEETING #968
December 11, 2018**

CALL TO ORDER – Followed by Public Comments/6:00 p.m.
OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the
Oak Park High School, Presentation Room – G9, 899 Kanan Road, Oak Park, CA.

I. CALL TO ORDER: _____ p.m.

*The Superintendent will preside over the Organizational meeting until the Board President has been elected
(I – III.a)*

A. ROLL CALL

B. FLAG SALUTE

C. ADOPTION OF AGENDA

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

II. ADMINISTRATION OF OATH OF OFFICE:

Drew Hazelton - Term 2018-2022

Allen Rosen - Term 2018-2022

Derek Ross - Term 2018-2022

III. BOARD REORGANIZATION

a. Election of Officers of the Board of Education

Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually. Newly elected President assumes leadership of the meeting.

b. Confirmation and Designation of Board Representatives to District Committees

Board Members will select District Committee representation for the remainder of the school year

c. Approve Proposed Board Meeting Schedule for Calendar Year 2019

To select and approve the meeting schedule for the Governing Board for the calendar year

d. Approve Certification of Signatures

Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers

e. Select and Approve School Board Representative to the County Committee on School District Organization

Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee

f. Approve Designation of Secretary/Authorized Agent of the Board of Education

Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent

IV. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Recognize and Honor OPUSD Parents, Staff, and Community Members involved in relief and recovery efforts for the Woolsey Fire

2. Remarks from Board Members
3. Report from Student Board Member
4. Remarks from Superintendent
5. Report from Oak Park Education Foundation
6. Report from Oak Park Municipal Advisory Council
7. Presentation by Director of Extended Care Programs, Sara Ahl
8. California School Dashboard-Local Indicator Update by Dr. Jay Greenlinger

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting November 13, 2018](#)
- b. [Public Employee/Employment Changes 01CL24032-01CL24040 & 01CE09302-01C09340](#)
- c. [Approve Purchase Orders – November 1 - November 31, 2018](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Winter Sports Teams to CIF Playoffs](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Re-designation of Project Number: Project 18-48S, EV Charging Station at Medea Creek Middle School](#)
Board approval required for projects funded by Measure S Bond Fund
- f. [Approve Notice of Completion, Access Road Improvements in Connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion

ACTION

2. BUSINESS SERVICES

- a. [Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2019-2020](#)
According to provisions of the District of Choice program, the Board is required to establish the district's capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2019-20.
- b. [Approve Fiscal Year 2018-19 First Interim Financial Report, Certification and Budget Revisions](#)
Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District
- c. [Accept Report of Final Bond Sale – Measure S General Obligation Bonds, Series 2016B](#)
Board approval required for final bond sale report
- d. [Approve Amendment for Program/Construction Management Services](#)
Board Policy 3312 requires Board approval for contracts for services
- e. [Approve Change Order 1, Project #17-35S Kitchen Improvements at Medea Creek Middle School](#)
Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4

- f. [Authorize Project #17-47S, Building Improvements for DSA Certification of Administration Building at Brookside Elementary School](#)
Board approval required for projects funded by Measure S Bond Fund
- g. [Approve Change Order 1, Measure S Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School](#)
Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4
- h. [Approve Notice of Completion, Measure S Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- i. [Approve Civil Engineering Services Agreement for Topographical Survey and Storm Water Pollution Prevention Plan for King James Court Property](#)
Board Policy 3312 requires Board approval for contracts for services
- j. [Approve Acceptance of Donation](#)
Board Policy 3290 requires Board approval for donations to the District
- k. [Approve Resolution #18-25, Authorizing Emergency Contracts for Labor and Services for Clean-up and Testing Arising from Conditions Caused by Wildfires](#)
Per Public Contract Code section 22050(a)(1) Board approval required for contracts of services to be authorized by the Superintendent in case of an Emergency situation
- l. [Approve Resolution #18-26 to Designate an Applicant's Agent for Non-State Agencies \(Cal OES 130\)](#)
A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding

3. CURRICULUM

- a. [Approve District Instructional Calendar for 2020-2021](#)
Board Policy 6111 requires Board approval for school year calendar

4. HUMAN RESOURCES

- a. [Approve 2020-2021 Classified Employees Holiday Calendar](#)
Board approval required for Classified Employees Holiday calendar

5. BOARD POLICIES

- a. [Approve Amendment to Administrative Regulation 5141.32 – Health Screening for School Entry - First Reading](#)
Administrative Regulation updated to reflect NEW LAW (SB 379, 2017) which changes the date by which the district must report oral health assessment data to the county office of education and/or state dental director and requires the certification form developed by the California Department of Education (CDE) to include parental rights related to oral health assessments offered at school sites. Regulation also deletes the requirement to notify parents/guardians of the telephone number for the Healthy Families program, which is no longer operational.
- b. [Approve Amendment to Board Policy 5141.6 – School Health Services - First Reading](#)
Board Policy updated to delete references to the obsolete API, Healthy Start program, and Healthy Families program. Regulation updated to expand section on "Types of Health Services" to include additional services for which districts can receive Medi-Cal reimbursement.
- c. [Approve Amendment to Board Policy 6142.3 - Civic Education - First Reading](#)
Board Policy updated to add new section on "Student Voter Registration" containing material formerly in BP 1400 - Relations Between Governmental Agencies and the Schools. Policy also reflects NEW LAW (AB 24, 2017) which establishes the State Seal of Civic Engagement to recognize high school graduates who have demonstrated excellence in civic education and participation based on criteria to be approved by the State Board of Education by January 31, 2021. Examples of

activities that link civic knowledge to practical experience expanded to reflect additional concepts in the state curriculum framework.

d. Approve Amendment to Board Policy 6170.1 - Transitional Kindergarten - First Reading

Board Policy updated to reflect NEW LAW (AB 1808) which allows districts to place 4-year-old children enrolled in a CSPP program into a TK program and to commingle children from both programs into the same classroom under specified conditions.

e. Approve Amendment to Board Policy and Administrative Regulation 6174 –Education for English Learners - First Reading

Board Policy and regulation updated to reflect NEW STATE REGULATIONS (Register 2018, No. 20) governing the implementation of Proposition 58 requirements pertaining to language acquisition programs, and to delete references to the former state assessment of English proficiency. Policy also adds concepts recommended in NEW CDE PUBLICATION (The California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners). Regulation adds definitions of designated and integrated English language development, rennumbers cites to state regulations related to testing accommodations pursuant to NEW STATE REGULATIONS (Register 2018, No. 4), and reflects NEW LAW (AB 81, 2017) which requires specified information related to "long-term English learners" or "students at risk of becoming a long-term English learner" to be included in the Title I or Title III parental notification of a student's assessment of English proficiency.

f. Approve Amendment to Board Policy 6190 – Evaluation of the Instructional Program - First Reading

Board Policy updated to delete references to the obsolete API and add the California School Dashboard as a source for multiple state and local indicators of strengths and areas in need of improvement in each priority area addressed by the LCAP. Section on "Federal Program Monitoring" deleted as the focus of the policy is on program effectiveness rather than compliance with program requirements.

V. INFORMATION ITEMS

- 1. Month 3 Enrollment and Attendance Report 2018-19**
- 2. Monthly Cash Flow Report**
- 3. Monthly Measure S Project Status Report**

VI. OPEN DISCUSSION

VII. ADJOURNMENT:

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

VIII. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- 1. Brookside Elementary School Report**
- 2. Oak Hills Elementary School Report**
- 3. Red Oak Elementary School Report**
- 4. Medea Creek Middle School Report**
- 5. Oak Park High School Report**
- 6. Oak View High School/Oak Park Independent School**

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: I.1 ADMINISTRATION OF OATH OF OFFICE

ADMINISTRATION OF OATH

ISSUE: To administer the Oath of Office.

**BACKGROUND/
ACTION** The Superintendent shall administer the Oath of Office to newly elected Board Members, Drew Hazelton, Allen Rosen, and Derek Ross.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: III.a ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

ACTION

ISSUE: To nominate and elect officers of the Board of Education.

ELECTION OF OFFICERS

1. Approve the nomination and election of _____ as the President of the Board of Education.

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

2. Approve the nomination and election of _____ as the Vice President of the Board of Education.

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

3. Approve the nomination and election of _____ as the Clerk of the Board of Education.

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

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

RATIONALE: Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (Education Code Section 35022). Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.

**CERTIFICATE OF ELECTION OF
DISTRICT PRESIDENT AND CLERK**
(Education Code Section 35143)

WE HEREBY CERTIFY that at a meeting of the Governing Board of the

_____ School District held on
_____, the following persons were elected:

***PRESIDENT OF THE BOARD:**

Name of Person Elected

Address

City State Zip Code

Home Telephone Number

Work Telephone Number

***CLERK OF THE BOARD:**

Name of Person Elected

Address

City State Zip Code

Home Telephone Number

Work Telephone Number

Date: _____ By: _____

Title: _____

* Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (*Education Code Section 35022*). **Mail this Certificate to the Ventura County Office of Education, 5189 Verdugo Way, Camarillo, CA 93012, Attention: Cathy Samuel.**

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: III.b. CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES

ACTION

ISSUE: To confirm designation of Board representatives to District committees and/or to select as needed.

STATEMENT: In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees.

Committee Name	Meeting Date/Time	Current Representatives
Benefits Committee	As Needed	Allen Rosen/Derek Ross
Calendar Committee	As Needed	Drew Hazelton
Citizens Oversight Member Selection	As Needed	Denise Helfstein and Derek Ross
Community Engagement Committee	2nd Wednesday, 9 a.m.	Barbara Laifman and Derek Ross
Communications Sub Committee	As Needed	Denise Helfstein and Allen Rosen
Curriculum Council	1st Tuesday, 3:30 pm	Denise Helfstein/Drew Hazelton
DELAC/English Learning	3 meetings per year/1:00 pm	Barbara Laifman/Denise Helfstein
EEAC	2nd Thursday, 3:15 pm	Barbara Laifman and Derek Ross/Denise Helfstein
GATE DAC	3rd Thursday, 3:30 pm	Derek Ross/Barbara Laifman
LCAP Committee	As Needed	Denise Helfstein/Barbara Laifman/Allen Rosen
Measure S Committee	1st Monday, 3:30 pm	Drew Hazelton and Derek Ross/Denise Helfstein
Measure S Facility Sub Committee	Tuesdays, 8:00 am	Drew Hazelton and Allen Rosen
Measure S Technology Sub Committee	As needed	Allen Rosen/Denise Helfstein
Oak Park Education Foundation	2nd Monday, 7:00 pm	Denise Helfstein/Barbara Laifman
Oak Park MAC	4th Tuesday, 7:00 pm	Allen Rosen/Derek Ross
Rancho Simi Recreation & Parks Dist.	2nd Thursday- 4 times per year	Derek Ross/Denise Helfstein
Safe Kids Task Force	Bimonthly Thursday, 2:30 pm	Derek Ross and Denise Helfstein
Safety and Security Task Force	1st Wednesdays - 7:00 am	Drew Hazelton and Derek Ross
Technology Committee	Bimonthly 4th Wednesday – 3:30 pm	Denise Helfstein/Drew Hazelton
Visual Arts Committee	Quarterly - 3:30 pm	Derek Ross/Barbara Laifman
Wellness Council	1st Tue – 9 am	Denise Helfstein/Derek Ross/Barbara Laifman

RECOMMENDATION: As selected.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, DECEMBER 11, 2018

III.b. Confirmation And Designation Of Board Representatives To District Committees

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: III.c. PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2018

ACTION

ISSUE: To select the meeting schedule of the Governing Board for calendar year 2018.

BACKGROUND: The Board approved the 2018-2019 meeting schedule through June 2018 at the August 21, 2018 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the highlighted dates listed below beginning with August 2019.

ALTERNATIVES: To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2019 Calendar Year:

January 15, 2019	Regular Meeting in January
February 19, 2019	Regular Meeting in February
March 19, 2019	Regular Meeting in March
*April 23, 2019	Regular Meeting in April
**May 14, 2019	Regular Meeting in May
***June 4, 2019	Budget Study Session Meeting
June 18, 2019	Regular Meeting in June
June/July 2019 TBD	Board Retreat
August 20, 2019	Regular Meeting in August
September 17, 2019	Regular Meeting in September
October 15, 2019	Regular Meeting in October
November 19, 2019	Regular Meeting in November
****December 17, 2019	Organizational Meeting in December

* 4th Tuesday of the Month

** 2nd Tuesday of the Month

*** 1st Tuesday of the Month

****Second Tuesday of the Month (Falls within 15 days after 2nd Friday)

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: III.d. APPROVE CERTIFICATION OF SIGNATURES

ACTION

ISSUE: To approve the authorization of the Board of Education to sign documents as submitted for Oak Park School District.

BACKGROUND: Annually at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The accompanying form is to be signed and returned to School Business and Advisory Services as any changes occur.

ALTERNATIVES: 1. Approve the authorization of the Board of Education to sign documents as submitted.
2. Deny authorization for signing of documents.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
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 **DECEMBER, 2018 – JUNE, 2019**.

Date of Board Action: **DECEMBER 11, 2018** Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
President of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Clerk of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Member of the Board of Education	Member of the Board of Education

Signature: _____
Print/Type: _____
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: **MARTIN KLAUSS**

Title: **ASSISTANT SUPERINTENDENT, BUSINESS AND ADMINISTRATIVE SERVICES**

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: **LISA NILLES**

Title: **DIRECTOR, FISCAL SERVICES**

Authorized to Sign: **B, C, D, E, F, 5**

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

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: DECEMBER 11, 2018
**SUBJECT: III.e. SELECT AND APPROVE SCHOOL BOARD REPRESENTATIVE
TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT
ORGANIZATION**

ACTION

ISSUE: To select a Board Member as a representative to vote in election for members of the County Committee on School District Organization.

ALTERNATIVES: Select _____ as a representative to the County Committee on School District Organization for 2019.

RATIONALE: The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Ventura County Office of Education

CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE TO VOTE IN ELECTION FOR MEMBERS OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Pursuant to Education Code Sections 35023 and 72403, the Governing Board of each School District and each Community College District shall annually at its initial meeting select one of its members to serve as its representative for purposes of Article 1 (commencing with Section 4000) of Chapter 1 of Part 3. The representative selected pursuant to this section shall have one vote for each member to be elected to the County Committee. They meet once a year. The purpose of the Annual Meeting is to elect/re-elect members to fill vacancies or expired terms on the eleven-member Ventura County Committee on School District Organization. The chosen representative's job is NOT to serve on the county committee but only to ELECT members.

In compliance with the requirements of Education Code Sections 35023 and 72403, I hereby certify that:

Name

Address

City

Zip

Home Telephone Number

Business Telephone Number

Email Address

a member of the Board of Trustees of the _____
School District has been selected as the representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization, at its annual meeting.

Signature of Secretary/Clerk

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: III.f. APPROVE DESIGNATION OF SECRETARY/AUTHORIZED AGENT THE BOARD OF EDUCATION

ACTION

ISSUE: To approve designation the Superintendent as Secretary and Authorized Agent of the Board of Trustees.

ALTERNATIVES: 1. Approve the designation of the Superintendent as Secretary and Authorized Agent of the Board of Education.
2. To make an alternate selection for Secretary and Authorized Agent the Board of Education.

RECOMMENDATION: Alternative #1.

RATIONALE: In accordance with Bylaws of the Board 9122 and Education Code Sections 35025 and 35034, the Governing Board is empowered to designate the Superintendent as its Secretary and Authorized Agent.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 5:37 p.m. at Oak Park Unified School District Conference Room, 5801 Conifer Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Campus Supervisor, Instructional Assistants I Literacy and Numeracy, Instructional Assistants II – Special Education, Instructional Assistant II Sub – Special Education, Instructional Assistant III – Behavior, Walk-on Coaches, Accounting Assistant I, Extended Care Site Leader – OHES, Interim Dean of Students – Medea Creek Middle School

C. CONFERENCE WITH LABOR NEGOTIATORS:

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

The Board adjourned to Closed Session at 5:38 pm.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 6:04 pm at Oak Park Unified School District Conference Room, 5801 Conifer Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Gavin Cornick, Student Board Member

STAFF PRESENT

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

FLAG SALUTE

Dr. Knight led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

None

REPORT FROM BOARD MEMBERS

Board Member Denise Helfstein thanked everyone for doing an outstanding job and expressed that she was personally grateful to all the staff present for taking care of everyone in times of the fires.

Board Member Allen Rosen thanked everyone in the room for the great work related to relief and recovery efforts due to the fires. Allen reported that he attended the MAC meeting in November and the Oak Park High School Band performance.

Board Member Barbara Laifman thanked everyone for getting together and working to get the schools ready to reopen after the fires. Barbara will be attending the CSBA Annual Conference. Barbara reported that the EEAC meeting was canceled due to the fire. The Oak Park High School student newspaper The Talon interviewed her regarding the Board Policy Hate Motivated Behavior.

Board Member Drew Hazelton thanked everyone for a great job. Drew reported that he attended the DOC night at Oak Park High school.

Board Member Derek Ross thanked everyone and expressed his appreciation that our community is strong and resilient.

Superintendent Dr. Tony Knight introduced Brendan Callahan as the Director of Sustainability, Maintenance and Operations. Dr Knight reported on the steps the District was taking to get the schools ready to reopen on November 26th and also the relief efforts to organize clothing drives, donation drives to help the families who lost their homes due to the fires.

REPORT FROM SCHOOL SITE COUNCIL

There were no Site Council Reports this month

REPORT FROM OAK PARK MUNICIPAL ADVISORY COUNCIL

There was no report from the Oak Park MAC representative this month

PRESENTATION

The Presentation by Sara Ahl, Director of Extended Care was moved to December

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting October 16, 2018](#)
- b. [Public Employee/Employment Changes 01CL23992-01CL24031 & 01CE09199-01C09301](#)
- c. [Approve Purchase Orders – October 1 - October 31, 2018](#)
- d. [Approve Overnight Trip for Oak Park High School Boys Basketball Tournament – December 26-29, 2018 – San Diego, CA](#)
- e. [Approve Overnight Trip for Oak Hills Elementary School 4th Grade – February 20-21, 2019 – Oak Glen, CA](#)
- f. [Approve Out of State Travel for Certificated Employees to Attend the Teacher's College IEP Institute at Columbia University, NY – December 3-5, 2018](#)

B.2. BUSINESS SERVICES

- a. [Approve Resolution #18-24, Participation in District of Choice Program for School Year 2019-2020](#)
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Resolution #18-24, Participation in District of Choice Program for School Year 2019-2020. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.
- b. [Approve Architectural Service Order, with HED Architects for General Consulting Services in Connection with the Measure S Bond Program](#)
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Architectural Service Order, with HED Architects for General Consulting Services in Connection with the Measure S Bond Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.
- c. [Approve Additional 2018-19 Stipends for Medea Creek Middle School, Oak Park High School, Oak View High School and Oak Park Independent School, and Curriculum and Instruction](#)
On motion of Barbara Laifman, seconded by Drew Hazelton the Board of Education approved the Additional 2018-19 Stipends for Medea Creek Middle School, Oak Park High School, Oak View High School and Oak Park Independent School, and Curriculum and Instruction. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.
- d. [Authorize and Approve Measure S Project 18-45S, Equipment Purchase Contract for ORCA Food Waste Recycling Equipment, Including Related Installation and Service Agreement](#)
On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education authorized and approved Measure S Project 18-45S, Equipment Purchase Contract for ORCA Food Waste Recycling Equipment, Including Related Installation and Service Agreement. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.
- e. [Authorize and Approve Measure S Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School](#)
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education authorized and approved Measure S Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.
- f. [Ratify Architectural and Engineering Services Agreements with Adaptive Modular Solutions, Inc., for Measure S Projects at Brookside Elementary School, Red Oak Elementary School, and Medea Creek Middle School](#)
On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education ratified Architectural and Engineering Services Agreements with Adaptive Modular Solutions, Inc., for Measure S Projects at Brookside Elementary School, Red Oak Elementary School, and Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

g. Approve an Updated Fee Schedule for Use of School Facilities

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved an Updated Fee Schedule for Use of School Facilities. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

B.3. HUMAN RESOURCES

a. Approve 2018-19 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the 2018-19 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

b. Adopt Remedy to Uniform Complaint Received Pertaining to Student Fees

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the adoption of the Remedy to Uniform Complaint Received Pertaining to Student Fees. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

B4. BOARD

a. Approve Selection of Annual Organization Board Meeting – December 11, 2018

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the Selection of the Annual Organizational Board meeting. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

b. Approve California School Boards Association - Delegate Assembly Nomination

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the California School Boards Association - Delegate Assembly Nomination. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Barbara Laifman recused herself due to a remote interest being an employee of CSBA.

B.5. BOARD POLICIES

a. Approve Adoption of Board Policy 1100– Communication with the Public - First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Adoption of Board Policy 1100– Communication with the Public as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

b. Approve Amendment of Board Policy 3290 – Gifts, Grants, and Bequests - First Reading

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Amendment of Board Policy 3290 – Gifts, Grants, and Bequests as First and Final Reading with the suggested changes. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

c. Approve Amendment to Board Policy and Administrative Regulation 3516 – Emergencies and Disaster Preparedness Plan - First Reading

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 3516 – Emergencies and Disaster Preparedness Plan as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

d. Approve Amendment to Board Policy and Administrative Regulation 4158/4258/4358 – Employee Security - First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 4158/4258/4358 – Employee Security as First and Final Reading. Motion carried Aye:

Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

e. Approve Amendment to Board Policy and Administrative Regulation 6145.2–Athletic Competition- First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation 6145.2 Athletic Competition.

Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

f. Approve Amendment to Board Bylaw 9110 – Terms of Office – First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Bylaw 9110 – Terms of Office. Motion carried Aye:

Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

OPEN COMMUNICATIONS

The Board held a discussion on the recent fire affecting our community and schools.

On motion of Derek Ross, seconded by Allen Rosen, there being no further business before this Board, the Regular meeting is declared adjourned at 8:45 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: DECEMBER 11, 2018
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
CL24032	Janet Lee	Instructional Assistant I - Literacy & Numeracy	12/3/2018	OPEF	\$16.72	BES
CL24033	Ilaine Davidson	Instructional Assistant I - Literacy & Numeracy	12/3/2018	OPEF	\$15.80	BES
CL24034	Morgan Jones-Hurwitz	Instructional Assistant I - Literacy & Numeracy	12/3/2018	OPEF	\$16.72	OHES
CL24035	Sandra Lopez Gonzales	Food Service Assistant I	11/7/2018	Fund 130	\$14.84	MCMS
CL24036	Kaya Max Sunguroglu	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2018	Coaches, Athletics	TBD	OPHS
CL24037	Edgar Valdez-Ramirez	Custodian Part Time - The Club	12/5/2018	Fund 120	\$19.15	MCMS /BES

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24038	Maureen Frey	Safety and Security Task Force	8/1/2018	Safety	\$ 500.00	DO

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24039	Christian Jimenez	Full time Custodian from Sub Custodian	11/1/2018	General	\$23.07	OPHS
CL24040	Adolfo Morales	Full time Custodian from Part Time Custodian	11/13/2018	General	\$21.76	OPHS

SEPARATION

Number	Name	Position	Effective Date	Separation Type	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: DECEMBER 11, 2018
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	
01CE09302	Cyndi Smilor	Secondary Counselor	12/10/2018	General	MCMS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09303	Beth Ruben	Curriculum Council	8/7/2018	LCAP 1.6	\$ 370.00	OHES
01CE09304	Kelly Pomerantz	Curriculum Council	8/7/2018	LCAP 1.6	\$ 370.00	MCMS
01CE09305	Lisa Ortiz	Curriculum Council	8/7/2018	LCAP 1.6	\$ 370.00	BES
01CE09306	Marjorie Cohen	Curriculum Council	8/7/2018	LCAP 1.6	\$ 370.00	ROES
01CE09307	Susan Allen	Curriculum Council	8/7/2018	LCAP 1.6	\$ 370.00	OVHS
01CE09308	Tristine Wenker	Curriculum Council	8/7/2018	LCAP 1.6	\$ 370.00	OPHS
01CE09309	Ty DeLong	Curriculum Council	8/7/2018	LCAP 1.6	\$ 370.00	OPIS
01CE09310	Barbie Lee	RWW	8/7/2018	LCAP 1.2	\$ 3,000.00	BES
01CE09311	Beth Ruben	RWW	8/7/2018	LCAP 1.2	\$ 3,000.00	OHES
01CE09312	Stacey Reisman	RWW	8/7/2018	LCAP 1.2	\$ 3,000.00	BES
01CE09313	Diane Farlow	RWW	8/7/2018	LCAP 1.2	\$ 3,000.00	BES
01CE09314	Nina Johnson	RWW	8/7/2018	LCAP 1.2	\$ 3,000.00	ROES
01CE09315	Kate Gregg	RWW	8/7/2018	LCAP 1.2	\$ 3,000.00	ROES
01CE09316	Eva Novak	RWW	8/7/2018	LCAP 1.2	\$ 3,000.00	OHES
01CE09317	Denise Keance	GATE	8/7/2018	LCAP 3.9	\$ 700.00	BES
01CE09318	Erica White	GATE	8/7/2018	LCAP 3.9	\$ 700.00	ROES
01CE09319	Julie Ross	GATE	8/7/2018	LCAP 3.9	\$ 700.00	OPHS
01CE09320	Sharon Lavene	GATE	8/7/2018	LCAP 3.9	\$ 700.00	MCMS
01CE09321	Kate Gregg	GATE	8/7/2018	LCAP 3.9	\$ 700.00	ROES
01CE09322	Denise Keane	October Class Size Overage	10/1/2018	General	\$ 115.00	BES
01CE09323	Sarah Landis	October Class Size Overage	10/1/2018	General	\$ 50.00	BES
01CE09324	Diane Farlow	October Class Size Overage	10/1/2018	General	\$ 75.00	BES
01CE09325	Tawnya Watson	October Class Size Overage	10/1/2018	General	\$ 115.00	BES
01CE09326	Stephanie Love	October Class Size Overage	10/1/2018	General	\$ 115.00	OHES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09327	Allison Shapiro	October Class Size Overage	10/1/2018	General	\$ 115.00	OHES
01CE09328	Cindy Lokitz	October Class Size Overage	10/1/2018	General	\$ 115.00	OHES
01CE09329	Angela Folendorf	October Class Size Overage	10/1/2018	General	\$ 100.00	OHES
01CE09330	Quincie Melville	October Class Size Overage	10/1/2018	General	\$ 115.00	OHES
01CE09331	Patti Holland	October Class Size Overage	10/1/2018	General	\$ 115.00	ROES
01CE09332	Sheri Merfeld	October Class Size Overage	10/1/2018	General	\$ 115.00	ROES
01CE09333	Grace McKeegan	October Class Size Overage	10/1/2018	General	\$ 115.00	ROES
01CE09334	Jan Sloane	October Class Size Overage	10/1/2018	General	\$ 115.00	ROES
01CE09335	Julie Matthews	October Class Size Overage	10/1/2018	General	\$ 115.00	ROES
01CE09336	Marjorie Cohen	October Class Size Overage	10/1/2018	General	\$ 115.00	ROES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE09337	Amy Kobayashi	.8 FTE to .9 FTE (.4 Perm/.5 Temp)	9/20/2018	General	OPIS	
01CE09338	Samantha Lyons	.8 FTE to .9 FTE (.4 Perm/.5 Temp)	10/31/2018	General	OPIS	
01CE09339	Katie Bailey	Pregnancy Disability Leave	11/26/2018	General	OHES	
01CE09340	Danielle Stomel	Maternity Leave	11/12/2018	General	Sp Ed	

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: DECEMBER 11, 2018
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – NOVEMBER 1 THROUGH 30, 2018

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period November 1 through 30, 2018?

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

FISCAL IMPACT: All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

ALTERNATIVES: 1. Approve the attached Purchase Order Report as submitted.
2. Do not approve the Purchase Order Report.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 11/01/2018 - 11/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00001	VCOE	VCOE BLANKET TRAINING PO 2018-19	Curriculum	010	3,500.00
B19-00228	COSTCO WHOLESALE	Supplies for EC Sites-BES, ROES, OHES, MCMS	Extended Care Program	120	7,000.00
B19-00234	Office Depot Customer Service Center	Blanket PO for Curriculum Office Supplie	Curriculum	010	2,000.00
B19-00239	KYOCERA Document Solutions Wes t LLC	Blanket PO for Riso	Brookside School	010	900.00
DIR19-00007	Omega Construction Company	Proj 18-39S Add/Improve Counseling Office at MCMS	Business Administration	211	25,750.00
DIR19-00008	Custom Modular Services Corp	Proj 18-41R Relocatable Classroom Repairs DW	Business Administration	213	48,662.00
DIR19-00009	Fence Factory	Proj 18-40S Safety/Security Gates @MCMS	Business Administration	211	85,632.72
FS19-00029	Fidelity Safety & Training LLC	Food Manager Class	Food Services	130	109.00
P19-00106	Cpm Educational Program	MCMS 18/19 Math 8th Grade	Curriculum	010	48,109.13
P19-00383	SOS Survival Products	Athletic Trainer/Athletics/mat & supp	Oak Park High School	010	261.25
P19-00412	Southwest School Supply	Attendance Reward	Brookside School	010	439.05
P19-00413	ASI Associates, Inc dba Arbor Scientific	PFA: Science PFA App Wish List Items	Medea Creek Middle School	010	341.22
P19-00414	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRAM	4th grade Mission Trip - Donation	Brookside School	010	934.00
P19-00415	TEACHERS COLLEGE READING & WRITING PROJECT	TCRWP Adapting UOS for Sp Ed/IEP Institute	Curriculum	010	650.00
P19-00416	Training Room, Inc.	Ath Trainer/athletics/Mat & Supply	Oak Park High School	010	1,042.84
P19-00417	Southwest School Supply	MCMS 18/19 Science lab tables	Curriculum	211	7,806.67
P19-00418	Warner Bros. Studio Tour	VCI Field Trip	Oak View High School	010	702.00
P19-00419	ORCA Digesters Inc	Proj 18-45S Equipment Food Waste Recycling MCMS	Business Administration	211	60,060.00
P19-00420	Hughes General Engineering	Proj 18-21S Access Road-Classroom Replacement MCMS	Business Administration	211	19,496.00
P19-00421	Hughes General Engineering	Proj 18-40S Curbs Crash Out Gate @Fire Lane MCMS	Business Administration	211	4,194.00
P19-00422	AML Global American Language Services	Interpreter Services - SpEd	District-wide	010	466.80
P19-00423	Membean Inc.	OPIS 18/19 Membean Subscription	Curriculum	010	948.00
P19-00424	Colbi Technologies, Inc	Measure S Account-Ability & ColbiDocs Software	Business Administration	211	25,000.00
P19-00425	Rancho Simi Recreation & Park District	Parent funded field trip--4th gr.	Red Oak Elementary School	010	309.00
P19-00426	Studies Weekly, Inc dba American Legacy Publishing	BES Lisa Ortiz 2018/19 5th Social Studies	Curriculum	010	16.41
P19-00427	Challenge Success	2018 OPHS & MCMS Survey	Curriculum	010	12,000.00

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 11/01/2018 - 11/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00428	Southwest School Supply	Staff Chair	Home Independent Study Program	010	181.74
P19-00429	BILL FERRELL CO	Theatre Path/Safety Railing	Oak Park High School	010	118.23
P19-00430	Guided Discoveries Inc.	DON: Balance due Cherry Cove	Medea Creek Middle School	010	3,780.00
P19-00431	Guided Discoveries Inc.	DON: Final Balance Due Astro Camp	Medea Creek Middle School	010	1,527.50
P19-00432	Southwinds Transportation	Donation - Bus 3rd grade	Brookside School	010	881.20
P19-00433	Simi Valley USD	DON: Mock Trial Registration Fee	Medea Creek Middle School	010	250.00
Total Number of POs			32	Total	363,068.76

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	22	79,358.37
120	Child Development Fund	1	7,000.00
130	Cafeteria Fund	1	109.00
211	Measure S Facilities & Tech	7	227,939.39
213	Measure R FACILITIES Bond Fund	1	48,662.00
Total			363,068.76

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: DECEMBER 11, 2018

**SUBJECT: B.1.d APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF
PLAY-OFFS, CA**

CONSENT

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

BACKGROUND: Principal, Kevin Buchanan, requests approval for any/all winter sports team(s) (Girls Soccer, Boys Soccer, Girls Basketball, and Boys Basketball) that might qualify for CIF Play-Offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

ALTERNATIVES: 1. Approve overnight trip for the Oak Park Athletic Team(s) Play-Offs.
2. Do not approve the field trip as presented.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.1.e. RE-DESIGNATION OF PROJECT NUMBER: PROJECT 18-48S, EV CHARGING STATION AT MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board re-designate the project number for the EV charging station installation at Medea Creek Middle School as Project 18-48S?

BACKGROUND: At its meeting on September 17, 2018, the Board authorized a project and awarded contracts to install an EV charging station at Medea Creek Middle School. Funded from a Ventura County Air Quality Management District (VCAQMD) grant and Measure S bond funds, the project number used in the Board action erroneously duplicated a number (18-39S) previously approved by the Board. At this evening's meeting, the Board is respectfully requested to re-designate the project for EV Charging Station at Medea Creek Middle School as Project 18-48S.

FISCAL IMPACT: None; this action corrects the numbering of Board authorized projects to eliminate confusion in communications, invoicing, and payments related to completion of this project. The project's funding from the VCAQMD grant and the Measure S bond funds remains unchanged.

ALTERNATIVES:

1. Approve the re-designation of this project as Measure S Project 18-48S, EV charging station at Medea Creek Middle School.
2. Do not re-designate the project number.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: B.1.f. APPROVE NOTICE OF COMPLETION, MEASURE S CONSTRUCTION CONTRACT FOR ACCESS ROAD IMPROVEMENTS IN CONNECTION WITH PROJECT 18-21S, CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for a construction contract for access road improvements in connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School, contracted with Hughes General Engineering?

BACKGROUND: On October 16, 2018, the Board of Education authorized the award of a construction contract for Measure S Project 18-21S, Access Road Improvements at Medea Creek Middle School, contracted with Hughes General Engineering of Camarillo, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for a construction contract for access road improvements in connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School, contracted with 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

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

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

That on or about October 16, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Hughes General Engineering, Inc. of Camarillo, California, for Access Road Improvements in connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on December 11, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

NOTICE OF COMPLETION, CONSTRUCTION CONTRACT FOR ACCESS ROAD IMPROVEMENTS IN CONNECTION WITH PROJECT 18-21S, CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

PROJECT NUMBER AND TITLE

TITLE: CONSTRUCTION CONTRACT FOR ACCESS ROAD IMPROVEMENTS IN CONNECTION WITH PROJECT 18-21S, CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

DESCRIPTION: UPGRADE THE ACCESS ROAD ON THE NORTH SIDE OF THE SCHOOL FOR ACCESS TO THE SITE OF THE NEW MODULAR CLASSROOM BUILDING.

DATE OF AUTHORIZATION: OCTOBER 16, 2018

PROJECT BUDGET

AMOUNT: \$21,466

DATE OF AUTHORIZATION: OCTOBER 16, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: OCTOBER 16, 2018

CONTRACTOR INFORMATION

COMPANY NAME: HUGHES GENERAL ENGINEERING, INC.,

LOCATION: CAMARILLO, CALIFORNIA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$21,466

CONTRACTORS CHANGE ORDERS (IF APPLICABLE)

NUMBER OF CHANGE ORDERS: N/A

TOTAL COST OF ALL CHANGE ORDERS: \$0

REVISED CONTRACT AMOUNT: N/A

NOTICE OF COMPLETION

DATE OF APPROVAL: DECEMBER 11, 2018

FINAL CONTRACT AMOUNT: \$14,669.32

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: B.2.a. 2019-20 DISTRICT CAPACITY/ENROLLMENT PROJECTIONS/DOC VACANCY PROJECTIONS

ACTION/DISCUSSION

ISSUE: The board will receive a report from staff related to program capacity and student enrollment projections for the 2019-20 School Year. In addition, preliminary information regarding the number of new inter-district students that may be enrolled into Oak Park Unified for the 2019-20 School Year will be presented for discussion and action.

BACKGROUND: Each year the board is presented with enrollment projections for the upcoming school year to facilitate decision making related to the capacity of the school district and the number of inter-district students that can be accepted into OPUSD. Current enrollment and the initial enrollment projections for the 2019-20 School Year will be presented to the governing board for discussion and approval. New resident enrollment for next school year will be taking place at the school sites during the month of January and early February. These new resident numbers, based on historical data, have been incorporated into the projections for next year.

Many of the new inter-district students who will be attending next year will be enrolled as a result of the District of Choice program. The regulations governing this program require the board to establish the district's program capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2019-20. In addition, the regulations require that the board "accept all students who apply to transfer until the school district is at maximum capacity". A recommendation is before the board to establish the district's overall program capacity at 4739. This is reflected in Table 1 and Table 3 which also establishes a grade-level capacity for each of the grades DK-12. Because the number of new applications under District of Choice will not be known until the application period closes on December 31, 2018, the exact number of transfers that will be approved for enrollment will be addressed at the January 15, 2019 board meeting.

FISCAL IMPACT: The initial budget for next school year will be based on the projected enrollment approved by the board.

ALTERNATIVES:

1. Approve the 2019-20 program capacities and enrollment projections outlined in Tables 1-3.
2. Do not approve the 2019-20 program capacities and enrollment projections outlined in Tables 1-3.

BOARD MEETING, DECEMBER 11, 2018
B.2.a. District Capacity/Enrollment Projections

3. Revise the 2019-20 program capacities and enrollment projections outlined in Tables 1-3.

RECOMMENDATION: The staff recommends Alternative 1.

Prepared by: Stewart McGugan

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT
2019-2020 ENROLLMENT PROJECTIONS (DECEMBER DRAFT)

The first draft of enrollment projections for the 2019-20 school year can be found in Tables 1-3 below. The following narrative describes the assumptions used in creating the projections. This first draft will be monitored weekly and updated monthly to reflect the most recent information coming from the school sites and changes in the number of applications we receive through the District of Choice program.

Assumptions for Table 1:

"Program Rooms" and "Program Capacity" refer to rooms available for use as a conventional classroom, and do not include rooms dedicated to other programmatic uses as described below.

1. Total Rooms does not include those allocated for RSP or other special education specialists
2. Program Capacity loading: DK=25-1; K-3=28-1; 4-5=32-1; 6-8=32-1; 9-12=32-1; OVHS 17-1; OPIS 28-1
3. Program Capacity at elementary allows for dedicated computer and music rooms
4. Program Capacity at middle school allows for Tech Lab, computer and music rooms
5. Program Capacity at high school allows for 2 dedicated computer labs, presentation classroom, college/career center, music rooms and student store.
6. Program capacities at secondary level are approximate and dependent upon curriculum offerings, master scheduling and number of students taking classes outside of the periods 1-6 schedule.
7. Capacities for physical education classes at Medea Creek and Oak Park High = 45
8. Oak View High capacity is based on 17 students per teacher/room.
9. Open Seats = Program Capacity less projected returning and new resident enrollment
10. SPED, Libraries and multipurpose rooms are not included in room counts.
11. At MCMS Tech Lab and computer room (D1 & D1A) are counted as 1 room
12. *At OPHS "Program Rooms" total 52 general education instructional spaces (includes 3 for PE classes)
13. *At MCMS "Program Rooms" total 37 general education instructional spaces (includes 3 for PE classes)

Table 1 identifies the projected vacancies (see column labeled "Open Seats") for each school at each grade level after taking into consideration students moving forward and new resident students enrolling. Historically, the attrition of inter-district and resident students from year to year and the enrollment of new resident students has been fairly consistent. The projected vacancies shown in Tables 1 and 3 will be first filled by new resident students and then by new inter-district students. We have used historical data from the past five years to

determine projections of new incoming resident students entering our schools and this has been fairly accurate for most years. The current school year projection was 4600 and our enrollment to date is at 4580. The 20-student drop was primarily due to a lower than expected enrollment in the Middle School where the 6th grade numbers were much lower than we planned for.

Notes to Assist in Reading of Table 1:

1. Our projected enrollment is 4625 (includes 3 NPS).
2. In comparison to this year (18/19), we have added a 2nd grade class to Brookside and a 1st and 4th grade class to Red Oak. While taking away a 3rd grade class from Red Oak. Again, this will depend on the number of applications we receive through DOC. The addition of these three classes increases the projection by roughly 102 students.
3. There is a need increase our elementary staff by two teachers (1 at Red Oak & 1 at Brookside) because we added the additional classes.
4. Based on our initial projections we will not need to add additional staffing to the high school or middle school from our current staffing levels.
5. As of November 28, 2018 the number of projected new residents and returning students for next year is 4164 (plus 3 NPS) as shown in the first column of Table 1. Historically our new resident enrollment continues to grow throughout the spring and the number of new and returning increases over the summer. This growth is partially offset by the unknown or surprise attrition that happens each summer.
6. The recommendation for acceptance of new inter-districts will not be provided to the board until the January board meeting when we will know how many applicants have applied at each grade level. According to the DOC legislation, the board is required to accept “all students who apply to transfer until the school district is at maximum capacity”. For this purpose, we will use the column in Table 3 labeled “Projected Capacity” to determine when the district is at maximum capacity for **each of the grade levels**. The overall district capacity is projected to be 4739 as shown in Tables 1 and 3, but we will use the grade level capacities shown in Table 3 instead of the overall district capacity to help determine how many new inter-district students we will enroll.
7. The final recommendation for acceptance of new inter-districts will be presented at the January 15 board meeting. It will exclude the continuation school students and the projected 46 independent study program vacancies. Oak View and OPIS enroll their students throughout the year and will accept as many as are qualified to enroll in the respective programs.
8. The number of new inter-districts to accept for grade 8 and grades 11 & 12 is largely dependent on known attrition of current numbers in the grades and the applicant’s number of high school credits when applying for grades 11 & 12.

**Table 1: Projected Enrollment by Site - 2019-2020 School Year
Compared to Actual Enrollment for 2017-18 & 2018-19**

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2019-20 Program Capacity	Open Seats	2019-20 Projected Enrollment	Actuals for 2018-19 (10/15/18)	Actuals for 2017-18 (5/18/18)
BROOKSIDE	DK	8	1	25	25	17	21	23	25
	K	48	3	28	84	36	78	73	73
	1	73	3	28	84	11	80	83	79
	2	84	4	28	112	28	105	85	75
	3	85	3	28	84	-1	84	81	97
	4	81	3	32	96	15	92	98	117
	5	98	4	32	128	30	120	125	99
	TOT	477	21		613	137	580	568	565
(95%/cap)									
OAK HILLS	DK	8	1	25	25	17	21	23	24
	K	58	3	28	84	26	81	71	77
	1	71	3	28	84	13	79	87	78
	2	87	3	28	84	-3	87	82	77
	3	83	3	28	84	1	83	79	78
	4	79	3	32	96	17	90	95	96
	5	96	3	32	96	0	96	98	99
	TOT	482	19		553	74	537	535	529
(97%/cap)									
RED OAK	DK	8	1	25	25	17	21	23	25
	K	55	4	28	112	57	102	94	78
	1	94	4	28	112	18	102	86	79
	2	86	3	28	84	-2	85	86	101
	3	86	3	28	84	-2	87	107	103
	4	107	4	32	128	21	120	97	97
	5	97	3	32	96	-1	97	97	101
	TOT	533	22		641	113	614	590	584

(97%/cap)

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2019-20 Program Capacity	Open Seats	2019-20 Projected Enrollment	Actuals for 2018-19 (10/15/18)	Actuals for 2017-18 (5/19/18)
MEDEA CREEK	6	310	12	32	380	70	380	355	341
PE: @45	7	354	11.5	32	365	11	365	350	364
Grades 6-8 Rooms@32	8	348	11	32	360	12	360	383	371
TOT		1012	34.5*		1105	93	1105	1088	1076
OAK PARK	9	350	13	32	420	70	420	400	397
PE: @45	10	400	12.5	32	410	10	405	412	375
Grade 9-12@33	11	390	12	32	390	0	385	361	379
	12	355	11	32	360	5	350	376	365
TOT		1495	48.5*		1580	85	1560	1549	1516
OAK VIEW	9-12	15	3	17	51	36	30	35	31
TOT		15	3	17	51	36			
OPIS	K-12	150	7	28	196	46	196	209	226
TOT		150	7	28	196	46			
DISTRICT TOTALS		4164	155		4739	584	4622	4574	4527
NPS*		3	N/A		N/A	N/A	3	3	6

Table 2 – District Enrollment since 2012 and Projected for 2019-20

	2012-13 Enrolled	2013-14 Enrolled	2014-15 Enrolled	2015-16 Enrolled	2016-17 Enrolled	2017-18 Enrolled	2018-19 Enrolled*	2019-2020 Projected
Brookside	599	625	619	603	584	573	568	580
Oak Hills	539	529	521	531	502	531	535	537
Red Oak	563	616	639	601	606	575	590	614
Medea Creek	1132	1127	1130	1101	1110	1085	1088	1105
Oak Park HS	1463	1519	1525	1520	1500	1527	1549*	1560
Oak View HS	47	40	29	44	43	34	35	30
OPIS	168	215	221	224	221	199	209	196
NPS	4	1	1	2	7	5	3	3
District Totals	4515	4672	4685	4626	4573	4529	4577	4625
Growth	7.3%	3.5%	0.3%	-1.3%	-1.1%	-1.0%	1.05%	1.0%

***Enrollment for 2018-19 as of 10/15/2018 (OPHS number DO include 14 high school Educatius students)**

Table 3 – Recommendations for Acceptance of Inter-District Students by Grade Level*

Grade	Projected Capacity	Projected New/returning	Open Seats	New Applications*	Approved # to Enroll**
DK	75	24	51	25	
K	280	161	119	106	
1 st	280	238	42	34	
2 nd	280	257	28	18	
3 rd	252	254	1	15	
4 th	320	267	53	32	
5 th	320	291	30	18	
6 th	380	310	70	98	
7 th	365	354	11	16	
8 th	360	348	12	14	
9 th	420	350	70	107	
10 th	410	400	10	9	
11 th	390	390	0	8	
12 th	360	355	5	3	
OPIS	196	150	46	N/A	Open
Oak View	51	15	36	N/A	Open
Totals	4739	4164	584	503	
NPS	3	3	0	N/A	0

*Applications as of 11/28/2018

** A recommendation for enrollment will be made at the January 15, 2019 board meeting

Summary of 2019-20 Projected Compared to 2018-19 Enrolled:

- Elementary projection at the three sites for next year is 1731 (compared to 1693 enrolled for 2018-19)
- Middle School projection for next year is 1105 (compared to 1088 enrolled for 2018-19)
- High School projection for next year is 1560 (compared to 1549 enrolled for 2018-19)
- OPIS projection is 196 (compared to 209 enrolled for 2018-19) and 30 OVHS (compared to 35 for 2018-19)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.b. APPROVE FISCAL YEAR 2018-19 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS

ACTION

ISSUE: Shall the Board review and certify the 2018-19 First Interim Financial Report and Budget Revisions?

BACKGROUND: After the adoption of the District's annual budget each June, State law requires the Governing Boards to subsequently review and certify the District's finances at prescribed intervals. The first of those intervals, the First Interim Financial Report is due on December 15th of each year, and reports on the budget year from July 1 through October 31. The 2018-19 First Interim Financial Report states the anticipated revenue and expenditures for the current fiscal year, as well as a multiyear financial projection, and includes the State's criteria and standards report, and staff is recommending a positive certification.

The OPUSD 2018-19 First Interim Financial Report is available on the District's website and may also be accessed at the following link: <https://goo.gl/ZihtWn>

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

ALTERNATIVES:

1. Certify the 2018-19 First Interim Financial Report and Budget Revisions.
2. Do not certify the First Interim Report.

RECOMMENDATION: Alternative 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.c. ACCEPT REPORT OF FINAL BOND SALE – MEASURE S GENERAL OBLIGATION BONDS, SERIES 2016B

INFORMATION/ACTION

ISSUE: Shall the Board receive and review the Report of Final Sale for Measure S General Obligation Bonds, Series 2016B, as required by Proposition 39?

BACKGROUND: In November 2016, the voters of the Oak Park Unified School District approved Measure S, a \$60 million general obligation bond to improve student safety and campus security systems, repair/upgrade older classrooms and school facilities, including deteriorating roofs, plumbing, electrical, and air conditioning systems, acquire, construct, and repair classrooms, sites, facilities, equipment and instructional technology to support student achievement in reading, math, arts, humanities, science/ technology. The first series of bonds (Series 2016A), totaling \$15,000,000, were sold in March 2017. At its meeting on October 16, 2018, the Board of Education authorized the second issuance of Measure S bonds, Series 2016B, in the amount of \$17,310,000, which were successfully sold November 8, 2018.

Proposition 39, which amended the State constitution to authorize the issuance of this particular type of general obligation bond, requires that a Report of Final Sale must be provided to the Board of Education, and must include information on the structure of the sale, the maturities and final interest rates of the bond, and the costs of issuance. The District's bond financial advisor, Piper Jaffray, has prepared the accompanying Report of Final Sale, which is provided for the Board's information and review

FISAL IMPACT: None; information only.

RECOMMENDATION: None; information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



Report of Final Sale

\$17,310,000
Election of 2016
General Obligation Bonds, Series B
Measure S

November 29, 2018 Funding Date

PiperJaffray

The District Sold Its Bonds During a Relatively Low Interest Rate Environment

30-Year AAA Municipal Bond Interest Rate Index



The District Received a Credit Rating of “AA-” from Standard and Poor’s

The Credit Rating Process

1. District’s Team Decides to Obtain a Credit Rating from Standard and Poor’s.
2. District’s Team Submits a Set of Legal and Financial Documents to the Standard and Poor’s.
3. District’s Team Hosts a Conference Call with Analysts from Standard and Poor’s.
4. District is Assigned a Rating of “AA-” from Standard and Poor’s.

Highlights from the S&P Report

- ✓ Extremely Strong Income and Wealth Indicators and Location Near the Diverse Los Angeles and Ventura County Economies.
- ✓ District of Choice Status, with Robust Annual Transfer Applications that Provide the District with Flexibility and Control Over its Enrollment Levels.
- ✓ Good Financial Management Practices, Which have Improved Within the Past Year.

Election of 2016 General Obligation Bonds, Series B

Overview of the Bonds

1. The Objective was to Issue \$17,310,000 In General Obligation Bonds to Finance \$17,125,000 in New Projects While Maintaining a Level \$60.00/\$100,000 Target Tax Rate Over the Course of the Measure S Bond Program.
 - a) \$17,310,000 were Issued as Traditional Current Interest Bonds with a Repayment Ratio of 2.09 to 1.
 - b) No Capital Appreciation Bonds Were Issued.
2. The True Interest Cost of the Series B Bonds is: 4.12%.

Bond Repayment Schedule

Period Ending	Principal and Interest Repayment
08/01/2019	\$562,784
08/01/2020	\$837,200
08/01/2021	\$1,337,200
08/01/2022	\$1,212,200
08/01/2023	\$1,242,200
08/01/2024	\$769,700
08/01/2025	\$784,700
08/01/2026	\$808,950
08/01/2027	\$831,950
08/01/2028	\$858,700
08/01/2029	\$888,950
08/01/2030	\$912,450
08/01/2031	\$944,450
08/01/2032	\$979,450
08/01/2033	\$1,002,200
08/01/2034	\$1,038,200
08/01/2035	\$1,066,700
08/01/2036	\$1,107,950
08/01/2037	\$1,141,200
08/01/2038	\$1,176,700
08/01/2039	\$1,214,200
08/01/2040	\$1,248,450
08/01/2041	\$1,294,450
08/01/2042	\$1,331,450
08/01/2043	\$1,374,700
08/01/2044	\$1,413,700
08/01/2045	\$1,463,450
08/01/2046	\$1,503,200
08/01/2047	\$2,843,200
08/01/2048	\$2,943,200
Total	\$36,133,834

Summary of Bids Received For Election of 2016 General Obligation Bonds, Series B

Bidding Underwriter	True Interest Cost
UBS Financial Services Inc. (Winner)	4.123% (Winning Bid)
Hilltop Securities	4.143%
Morgan Stanley & Co, LLC	4.160%
Wells Fargo Bank, National Association	4.200%
Mesirow Financial, Inc.	4.203%
Citigroup Global Markets Inc.	4.263%
Robert W. Baird & Co., Inc.	4.264%

Election of 2016 General Obligation Bonds, Series B

Sources and Uses of Funds Received

Election of 2016 General Obligation Bonds, Series B
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Sources of Funds:

Par Amount of Bonds	\$17,310,000
Bond Premium Paid by Purchaser	\$1,785,843
<hr/>	
Total	\$19,095,843
<hr/>	

Uses of Funds:

Building Fund for Projects	\$17,125,000
Debt Service Fund Credit for Taxpayers	\$1,663,160
Costs of Bond Sale*	\$307,683
<hr/>	
Total	\$19,095,843
<hr/>	

*Itemized Summary of the Costs of Bond Sale are on the Following Page.

Election of 2016 General Obligation Bonds, Series B

Transaction Costs Breakdown

	Issuance Costs and Fees
1) Bond Underwriter – UBS Financial Services Inc.	\$122,683
2) Bond and Disclosure Counsel – Stradling Yocca Carlson & Rauth	\$75,000
3) Financial Advisor – Piper Jaffray & Co.	\$76,500
4) Rating Agency – Standard and Poor's	\$19,000
5) Demographics Data – California Municipal Statistics	\$1,475
6) CUSIPs – CUSIP Global Services	\$2,000
7) Printer – ImageMaster	\$2,800
8) Home Sales Data – DQ Data	\$250
9) Paying Agent/COI Custodian – U.S. Bank	\$1,800
10) Notice of Sale Publishing – SourceMedia	\$1,500
11) Contingency	\$4,675
Total Costs and Fees	\$307,683

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
**SUBJECT: B.2.d. APPROVE AMENDMENT TO AGREEMENT FOR
PROGRAM/CONSTRUCTION MANAGEMENT SERVICES**

ACTION

ISSUE: Shall the Board approve Amendment 9 to the agreement with Balfour Beatty Construction, Inc. (BBC) for program/construction management services in connection with Measure S facilities construction projects?

BACKGROUND: At its meeting on May 20, 2009, the Board entered into an agreement with BBC for program and construction management (PM/CM) services in connection with Measure R and State Modernization Program projects. Based on the success of the resulting facility program, the BBC contract has been extended annually in each subsequent year, most recently when the Board approved Amendment 8 in December 2017.

With the passage of Measure S, it is necessary to continue to have PM/CM services for bond construction projects. District Staff has been pleased with the service provided by BBC and recommends the Board's approval of Amendment 9, extending the contract for one year to December 31, 2019. The proposed amendment provides for an appropriate increase in the fee structure. It is important to note that fees have not been increased since the original contract was signed in 2009, and that all other terms and conditions remain unchanged. Services and projects provided under this amendment will only be performed as authorized by the Board of Education. Unless otherwise specified by the Board, the cost of services will be funded from the Measure S bond fund. The proposed amendment follows for the Board's review.

FISCAL IMPACT: Fees for PM/CM services will increase by an average of 12%; actual cost will vary depending on the number and scope of project authorized by the Board.

ALTERNATIVES:

1. Approve Amendment 9 to the agreement with Balfour Beatty Construction, Inc. for program/construction management services.
2. Do not approve Amendment 9.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

**AMENDMENT NO. 9
TO AGREEMENT FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES**

I. RECITALS

- A. Whereas on or about May 20, 2009, Oak Park Unified School District ("District") and Barnhart Inc. (a Heery International Company) ("Barnhart") entered into an Agreement for Program/Construction Management Services ("Agreement") related to Measure "R" Facilities Construction Bond Program;
- B. Whereas the term of the Agreement was for one year;
- C. Whereas Article 4 of the Agreement provides that the Agreement may be extended by way of written amendment to the Agreement;
- D. Whereas the District and Barnhart entered into Amendment No. 1 to extend the term of the Agreement through December 31, 2011.
- E. Whereas the District and Barnhart entered into Amendment No. 2 to extend the term of the Agreement through December 31, 2012.
- F. Whereas the District and Barnhart entered into Amendment No. 3 to extend the term of the Agreement through December 31, 2013.
- G. Whereas the District and Barnhart entered into Amendment No. 4 to extend the term of the Agreement through December 31, 2014.
- H. Whereas the District and Barnhart entered into Amendment No. 5 to extend the term of the Agreement through December 31, 2015.
- I. Whereas the District and Barnhart entered into Amendment No. 6 to extend the term of the Agreement through December 31, 2016.
- J. Whereas the District and Barnhart entered into Amendment No. 7 to extend the term of the Agreement through December 31, 2017.
- K. Whereas the District and Barnhart entered into Amendment No. 8 to extend the term of the Agreement through December 31, 2018.
- L. Whereas the District and Barnhart wish to enter into this Amendment No. 9 to Agreement for Program/Construction Management Services ("Amendment") to extend the term of the Agreement and make other modifications to the Agreement as set forth herein.

II. AMENDMENT

The Agreement is hereby amended as follows:

1. All references in the Agreement to Barnhart shall be amended to refer to "Balfour Beatty Construction, LLC."
2. All references in the Agreement to Measure R shall be amended to refer to "Measure R and Measure S."
3. Pursuant to Article 4, subsection 4.2, the term of the Agreement shall be extended through December 31, 2019 ("Extension Term").
4. Compensation for basic services (as described in Articles 2 and 3 of the Agreement) shall be amended per attached Exhibit A
5. To the extent he remains employed by Barnhart, Dennis Kuykendall shall remain assigned to the Project(s) contemplated under the Agreement, unless otherwise agreed by the District and Barnhart.
6. Except as expressly modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

This Amendment No. 9 is executed and becomes part of the Agreement on December 11, 2018.

Oak Park Unified School District

Balfour Beatty Construction, LLC

Martin Klauss, Assistant Superintendent
Business and Administrative Services

Suresh Rayana
Senior Vice President

Balfour Beatty
**HOURLY RATES FULLY
BURDENED**

STAFF POSITION	Original Rate/Hr (2008)	Revised Hourly Rates
PX/Program Manager	\$ 188.00	\$ 230.00
Construction Manager	\$ 160.00	\$ 200.00
Project Manager	\$ 138.00	\$ 175.00
Project Engineer	\$ 75.00	\$ 105.00
Superintendent	\$ 120.00	\$ 180.00
Project Accountant/Administrator	\$ 65.00	\$ 75.00
Estimator	\$ 110.00	\$ 75.00
DSA Closeout Specialist	\$ 150.00	\$ 75.00

Reimbursable expenses shall be reimbursed at cost plus 5%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.e. APPROVE CHANGE ORDER 1, PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order 1, Project 17-35S Kitchen Improvements at Medea Creek Middle School?

BACKGROUND: On May 17, 2018, the Board awarded a construction contract to Waisman Construction, for Project 17-35S Kitchen Improvements at Medea Creek Middle School. During the course of the project, District and school site staff have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. It is recommended by District staff that the Board approve Change Order 1.

FISCAL IMPACT: The total amount of Change Order 1 is \$9,433, which when added to the original contract amount of \$1,105,000, increases the contract total to \$1,114,433.

ALTERNATIVES:

1. Approve Change Order 1 to the contract with Waisman Construction, for Measure S Project #17-35S Kitchen Improvements at Medea Creek Middle School, in the amount of \$9,433, funded from the Measure S bond fund.
2. Do not approve Change Order 1.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



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

November 28, 2018

Attn; Martin Klauss, Assistant Superintendent Business Services

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

Re: Project 17-35S Kitchen Modernization at Medea Creek Middle School
Recommendation to Approve Change Order # 17-35S-1 to Waisman Construction, Inc.

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for Change Order # 17-35S -1 to Waisman Construction, Inc. for added scope items at the above Project. Additional work to the Project is as follows;

Item 1.1 CCD #1-B: Add existing kitchen and Served equipment to new panel 2LB

Reason; The Construction Drawings only provided electrical breaker space to new equipment. CCD #1B: Provided panel space to accommodate and provide power to existing Served receptacles, the walk-in fridge & freezer, exterior lighting and misc. equipment that needed to remain energized.

Item 1.2 RFI #7: Re-route condensate drain roof receptor that was in wall called for demolition.

Reason; The Construction Drawings did not provide location of existing roof receptor or direction to re-route existing roof receptor pipe in wall called for demolition.

Project Cost Update:

Master Plan Estimate

Construction Costs	\$ 794,577.00
Contingency on Master Plan Estimate (10%)	\$ 58,606.00
Total Master Plan Estimate	\$ 853,183.00

Waisman Construction, Inc Base Agreement	\$1,105,000.00
Current Change Order # 17-35S-1	\$ 9,433.00
Total Construction Cost to Date	\$1,114,433.00

Balance on Original Master Plan Estimate \$ (261,250.00)

Should you have any questions, please contact me at any time.

Respectfully,

Dennis Kuykendall
Project Executive, Balfour Beatty Construction

cc. Keith Henderson, OPUSD
Leon Cavallo, Balfour Beatty Construction
File



Business and Administrative Services

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

CHANGE ORDER 17-35S -1 (FINAL)

11-28-18

PROJECT NO: 17-35S

CHANGE ORDER NO: 1 (FINAL)

PROJECT NAME: Kitchen Modernization @ Medea Creek Middle School

CONTRACTOR: WAISMAN CONSTRUCTION, INC.

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 1,105,000.00
Previous Approved Change Orders	\$ -
This Change Order (Final - No additional credits or adds due to this contract)	\$ 9,433.00
Adjusted Contract Amount	\$ 1,114,433.00

TIME:

Original Contract Completion Date	September 24, 2018
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	September 24, 2018

IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEM 1.1 & 1.2 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEM 1.1 & 1.2 OF THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

By _____

Date _____

District Architect; HED Architects

By _____

Date _____

CONTRACTOR: WAISMAN CONSTRUCTION, INC.

By _____

Date _____

District PM/CM; Balfour Beatty Construction

By _____

Date _____

Change Order to Contract
OPUSD Bid 17-35S

Kitchen Modernization at Medea Creek Middle School

WAISMAN CONSTRUCTION, INC.

Original Contract

\$ 1,105,000.00

Item No.	GC No.	Description	Reason	Cost
1.1	COP16R3	CCD #1-B: Add existing kitchen and Servery equipment to new panel 2LB	The Construction Drawings only provided electrical breaker space to new equipment. CCD #1B: Provided panel space to accommodate and provide power to existing servery receptacles, walk-in fridge & freezer and misc. equipment circuits	\$ 8,170
1.2	COP5	RFI #7: Re-route condensate drain roof receptor that was in wall called for demolition.	The Construction Drawings did not provide location of existing roof receptor or direction to re-route existing roof receptor pipe in wall called for demolition.	\$ 1,263

Total Change Order # 1		\$ 9,433
Previous CO	N/A	\$ -
Original Contract		\$ 1,105,000
Revised Contract		\$ 1,114,433

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

CHANGE ORDER #1, MEASURE S PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL

PROJECT NUMBER AND TITLE

TITLE: MEASURE S PROJECT 17-35S, KITCHEN IMPROVEMENTS AT
MEDEA CREEK MIDDLE SCHOOL

DESCRIPTION: KITCHEN IMPROVEMENT AT MEDEA CREEK MIDDLE SCHOOL.

DATE OF AUTHORIZATION: MAY 17, 2018

PROJECT BUDGET

AMOUNT: \$1,105,000

DATE OF AUTHORIZATION: JUNE 12, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: MAY 17, 2018

CONTRACTOR INFORMATION

COMPANY NAME: WAISMAN CONSTRUCTION.

LOCATION: CANOGA PARK, CALIFORNIA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$1,105,000

CONTRACTORS CHANGE ORDERS

NUMBER OF CHANGE ORDERS: 1

TOTAL COST OF ALL CHANGE ORDERS: \$9,433.00

REVISED CONTRACT AMOUNT: \$1,114,433.00

NOTICE OF COMPLETION

DATE OF APPROVAL:

FINAL CONTRACT AMOUNT:

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.f. APPROVE AND AUTHORIZE MEASURE S PROJECT #17-47S, BUILDING IMPROVEMENTS FOR DSA CERTIFICATION OF ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve and authorize Project #17-47S, Building Improvements for DSA Certification of Administration Building at Brookside Elementary School?

BACKGROUND: At its meeting on April 17, 2018, the Board approved Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School, authorizing staff and the design team to proceed with development of construction documents and solicitation of bids upon the final plan approval by the Division of the State architect (DSA). At that time, the construction budget was projected at \$748,438, including 28% for soft costs and a 10% contingency. On October 2, 2018, DSA approved the project plans, but only after requiring significantly more structural upgrades than originally planned. After thorough review of the DSA-approved plans, construction management consultant Balfour Beatty Construction (BBC) has revised the project budget. Direct construction costs are now estimated at \$1,023,416, including 30% for soft costs and a 10% contingency. A copy of BBC's analysis follows for the Board's information and review. As this work is necessary to obtain DSA certification for this building, it is recommended that the Board approve the revised scope and budget for Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School, and authorize staff to proceed with solicitation of bids for this work.

FISCAL IMPACT: The recommended approval and authorization will increase the budget for this Measure S project by \$274,978.

ALTERNATIVES:

1. Approve and authorize Project #17-47S, Building Improvements for DSA Certification of Administration Building at Brookside Elementary School, establishing a revised total budget of \$1,023,416, funded from the Measure S bond fund, and authorize staff to proceed with solicitation of bids for this work.
2. Do not approve and authorize Project #17-47S, and do not obtain DSA certification and close out for this building.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Preliminary Estimate

11/26/2018

17-47S Brookside Elem. School Admin. Building DSA Upgrades and Remodel

DSA Approved Plans Dated 10-2-18 (BCA Architects/Welsh Engineering)

Description	Quantity	Unit	Unit Cost	Line Item Cost	Subtotals	Comments
Demolition						
AD2.1 Demo Concrete Around Building - North Side	342	sf	\$ 12.00	\$ 4,104.00		Provide access for foundation to building straps
AD2.1 Demo Concrete Around Building - South Side	345	sf	\$ 12.00	\$ 4,140.00		Provide access for foundation to building straps
AD2.1 Demo Existing Ramp at South Side for Footing Access	140	sf	\$ 12.00	\$ 1,680.00		Provide access for foundation to building straps
A10.2.1 Demo Concrete Walk for New Concrete Benches	470	sf	\$ 12.00	\$ 5,640.00		At Campus Entry
A10.2.1 Demo Concrete Walk for New Fencing Footings	45	sf	\$ 12.00	\$ 540.00		
A10.2.1 Demo Conc Planter Curb at East Side for Fencing	15	lf	\$ 12.00	\$ 180.00		
A10.2.1.1 Remove all (E) HC striping and signage	1	ls	\$ 500.00	\$ 500.00		
A10.2.1.1 Remove Passenger Drop off Ramp at Parking Lot	200	sf	\$ 12.00	\$ 2,400.00		
AD2.1 Demo portion of casework at Workroom A01	21	sf	\$ 12.00	\$ 252.00		
AD2.1 Demo existing shelving at closet	16	sf	\$ 12.00	\$ 192.00		
AD2.1 Demo portion of reception desk	20	sf	\$ 15.00	\$ 300.00		
AD2.1 Demo full base and upper casework at Nurse A07	34	sf	\$ 15.00	\$ 510.00		
AD2.1 Demo Wall between Offices A03 and A04	27	lf	\$ 15.00	\$ 405.00		
AD2.1 Demo Interior Wall Between Office A04 and Hall A02	20	lf	\$ 15.00	\$ 300.00		
AD2.1 Demo wall and door at Workroom A01	10	lf	\$ 15.00	\$ 150.00		
AD2.1 Demo portion of wall and door at Nurse A07	40	lf	\$ 15.00	\$ 600.00		
AD2.1 Demo Wall at Nurse A07 / Unisex A08	25	lf	\$ 15.00	\$ 375.00		
AD2.1 Demo Exterior Door and Window Office A09.2	2	ea	\$ 300.00	\$ 600.00		
AD2.1 Demo Door at Office A03	1	ea	\$ 200.00	\$ 200.00		
AD2.1 Demo Ceiling at Conf Room A09	325	sf	\$ 2.50	\$ 812.50		
AD2.1 Demo Portion of Ceiling at Nurse A07 and Unisex Toilet A08	35	sf	\$ 15.00	\$ 525.00		
AD2.1 Demo Ceiling at Office A03 and A04	232	sf	\$ 2.50	\$ 580.00		
AD2.1 Demo Sink at Unisex Toilet A08	1	ea	\$ 150.00	\$ 150.00		
A7.1 Demo portion of wall tile and wall for new TP Dispenser (3 Locations)	3	ea	\$ 250.00	\$ 750.00		
A7.1 Demo CT Floor Unisex Toilet A08 for Wall Relocation	90	sf	\$ 10.00	\$ 900.00		
A3.03 Remove Roof Parapet North Finishes	335	sf	\$ 10.00	\$ 3,350.00		Access to Make Structural Corrections
A3.03 Remove Roof Parapet South Finishes	335	sf	\$ 10.00	\$ 3,350.00		Access to Make Structural Corrections
A3.03 Remove Roof Parapet East Finishes	240	sf	\$ 10.00	\$ 2,400.00		Access to Make Structural Corrections
A3.03 Remove Roof Parapet West Finishes	240	sf	\$ 10.00	\$ 2,400.00		Access to Make Structural Corrections
A6.22 Remove (E) plywood roof sheathing to access bottom connect of added HSS posts	1,200	sf	\$ 2.50	\$ 3,000.00		
A6.22 Remove (E) plywood roofing crickets at roof sheathing removal for HSS post installations	660	sf	\$ 2.50	\$ 1,650.00		
Total Demolition					\$ 42,935.50	
Concrete						
A2.1 New Conc Walk at New Door	30	sf	\$ 20.00	\$ 600.00		Exit Hallway adjacent to New Offices A09.1 & A09.2
A2.1 New 6" Planter Curb at East Side of Bldg (confirm height)	30	lf	\$ 35.00	\$ 1,050.00		30 lf allowance
A2.1 Replace HC Ramp at Door to Mail Boxes A13	150	sf	\$ 25.00	\$ 3,750.00		
AD2.1 Replace Concrete Around Building - North Side	342	sf	\$ 25.00	\$ 8,550.00		Includes Recompanction
AD2.1 Replace Concrete Around Building - South Side	342	sf	\$ 25.00	\$ 8,550.00		Includes Recompanction
AD2.1 Concrete Curb for Re build (E) Vent to 4'x1'-4" per F3.11	16	lf	\$ 75.00	\$ 1,200.00		
A10.2.1 Replace Concrete Walk Around New Concrete Benches	470	sf	\$ 20.00	\$ 9,400.00		
A10.2.1 Replace Concrete Walk for New Fencing Footings	45	sf	\$ 20.00	\$ 900.00		
A10.2.1 New Raised Curb Planter at Gated Entry	40	lf	\$ 35.00	\$ 1,400.00		
A10.2.1 Concrete Bench at Gated Entry	12	sf	\$ 150.00	\$ 1,800.00		
A10.2.1 Concrete Bench at Gated Entry	12	sf	\$ 150.00	\$ 1,800.00		
A10.2.1 Concrete Bench at Gated Entry	11	sf	\$ 150.00	\$ 1,650.00		
A10.2.1 Concrete Bench at Gated Entry	12	sf	\$ 150.00	\$ 1,800.00		
A10.2.1 Concrete Bench at Gated Entry	13	sf	\$ 150.00	\$ 1,950.00		
A10.2.1 Concrete Bench at Gated Entry	10	sf	\$ 150.00	\$ 1,500.00		
A10.2.1.1 12sf new truncated dome at ADA Parking Stall Ramp	12	sf	\$ 15.00	\$ 180.00		
A10.2.1.1 Replace Passenger Drop off Ramp	200	sf	\$ 25.00	\$ 5,000.00		
A10.2.1.1 New Truncated Domes at Passenger Drop off Ramp	60	sf	\$ 15.00	\$ 900.00		
Total Concrete					\$ 51,980.00	

Description	Quantity	Unit	Unit Cost	Line Item Cost	Subtotals	Comments
Asphalt/Site Misc. Improvements						
A10.2.1.1 (2) New ADA Parking striping	2	ea	\$ 250.00	\$ 500.00		
A10.2.1.1 (2) New Conc Wheel Stops	2	ea	\$ 250.00	\$ 500.00		
A10.2.1.1 (2) New ADA Van Parking Signs	2	ea	\$ 250.00	\$ 500.00		
A10.2.1.1 Patch AC Paving at Replaced Passenger Drop off Ramp	90	sf	\$ 7.50	\$ 675.00		
A2.1 Demo and modify irrigation and landscape	1	ls	\$ 4,500.00	\$ 4,500.00		
Total Asphalt/Site Misc. Improvements					\$ 6,675.00	
Metals/Fencing/Railings						
A 2.21 New Parapet HSS tube with WT 4x9	22	ea	\$ 750.00	\$ 16,500.00		
A6.22 Add Angle stiffeners and Rim Joist stiffener per 1,2 and 8/A6.22	38	ls	\$ 250.00	\$ 9,500.00		
A6.22 Add Modified WT 4x9 Flange Stiffener at (E) HSS Tube Locations	12	ea	\$ 500.00	\$ 6,000.00		
F3.01 Add Flr Beam to Conc Ftg Pedestal Connections per detail 3/F3.01	10	ea	\$ 750.00	\$ 7,500.00		
F3.01 Add Frame to Wall straps detail 1/F3.01	10	ea	\$ 500.00	\$ 5,000.00		
F3.01 Add Corner Frame to wall straps at building corners Det 2/F3.01	8	ea	\$ 500.00	\$ 4,000.00		
12/F3.11 Confirm bolts are existing	1	ls	\$ 2,500.00	\$ 2,500.00		Allowance to access and confirm
New Handrail at HC Ramp at Door to Mail Boxes A13	32	lf	\$ 150.00	\$ 4,800.00		
A10.2.1 New Handrail	4	lf	\$ 150.00	\$ 600.00		
A10.2.1 New Handrail	4	lf	\$ 150.00	\$ 600.00		
A10.2.1 Orn Fencing	8	lf	\$ 90.00	\$ 720.00		
A10.2.1 Orn Fencing	46	lf	\$ 90.00	\$ 4,140.00		
A10.2.1 Orn Fencing	4	lf	\$ 90.00	\$ 360.00		
A10.2.1 Single Orn Metal Gate and hardware	1	ea	\$ 4,300.00	\$ 4,300.00		With Crash Out Hardware
A10.2.1 Dbl Orn Metal Gate and hardware	1	ea	\$ 6,100.00	\$ 6,100.00		With Crash Out Hardware
AD2.1 Re build (E) Vent to 4'x1'-4" per F3.11	16	sf	\$ 25.00	\$ 400.00		
Total Metals/Fencing/Railings					\$ 73,020.00	
Wood, Plastics, Composites						
A3.03 Replace/Reframe Parapet North	335	sf	\$ 25.00	\$ 8,375.00		
A3.03 Replace/Reframe Parapet South	335	sf	\$ 25.00	\$ 8,375.00		
A3.03 Replace/Reframe Parapet East	240	sf	\$ 25.00	\$ 6,000.00		
A3.03 Replace/Reframe Parapet West	240	sf	\$ 25.00	\$ 6,000.00		
A6.22 Replace plywood roof sheathing removed to access bottom connect of added HSS posts and parapet stiffeners	1,200.00	sf	\$ 5.00	\$ 6,000.00		
A6.22 Repair roofing crickets where removed at roof sheathing removal for HSS post installations	660.00	sf	\$ 5.00	\$ 3,300.00		
A4.1 Framing for roof for solatube	3	ea	\$ 250.00	\$ 750.00		
A3.03 Reframe and refinish wall for new openings Office A09.2 218 sf	218	sf	\$ 17.50	\$ 3,815.00		
A2.1 Frame and finish new wall at new Conf Room A04	200	sf	\$ 17.50	\$ 3,500.00		
A2.1 Frame New Wall at new Offices A09.1 and A09.2 8 ft	80	sf	\$ 17.50	\$ 1,400.00		
A2.1 Frame New Wall Nurse A07	120	sf	\$ 17.50	\$ 2,100.00		
A2.1 Reframe Wall to add door at Nurse A07 4 ft	40	sf	\$ 17.50	\$ 700.00		
A2.1 Frame New Wall Between Hall and Offices 15 ft	150	sf	\$ 17.50	\$ 2,625.00		
A2.1 Frame Infill wall and reinstall door at Workroom A01	50	sf	\$ 17.50	\$ 875.00		
A2.1 New base and upper casework at Nurse A07 16 ft	16	lf	\$ 550.00	\$ 8,800.00		
A2.1 New Casework at Coat Storage per 6/A10.10.1	6	lf	\$ 550.00	\$ 3,300.00		
A2.1 New Countertop at Entry/Reception	3	lf	\$ 250.00	\$ 750.00		
A2.1 Open office A06 Refinish casework and provide new swing gate	1	ls	\$ 1,750.00	\$ 1,750.00		
A2.1 Office A01 Modify Casework cut back for exterior door relocation	1	ls	\$ 1,500.00	\$ 1,500.00		
A7.1 Frame wall recess for new TP at Mens, Womens and Unisex Toilets	3	ea	\$ 250.00	\$ 750.00		
Total Wood, Plastics & Composites					\$ 69,915.00	
Thermal & Moisture Protection						
A2.1 Sound Insulation New Wall at new Offices A09.1 and A09.2 8 ft	80	sf	\$ 1.50	\$ 120.00		
A2.1 Sound Insulation New Wall Nurse A07	120	sf	\$ 1.50	\$ 180.00		
A2.1 Sound Insualtion New Wall Between Hall and Offices 15 ft	150	sf	\$ 1.50	\$ 225.00		
A2.1 Thermal Insulation Infill wall at Workroom A01	50	sf	\$ 1.50	\$ 75.00		
A2.1 Thermal Insulation Infill wall at Office A09.2	218	sf	\$ 1.50	\$ 327.00		

Description	Quantity	Unit	Unit Cost	Line Item Cost	Subtotals	Comments
A3.03 Plaster New Parapet North	335	sf	\$ 15.00	\$ 5,025.00		
A3.03 Plaster New Parapet South	335	sf	\$ 15.00	\$ 5,025.00		
A3.03 Plaster New Parapet East	240	sf	\$ 15.00	\$ 3,600.00		
A3.03 Plaster New Parapet West	240	sf	\$ 15.00	\$ 3,600.00		
A3.03 Office A09.2 Plaster finish wall for new openings	218	sf	\$ 15.00	\$ 3,270.00		
A4.1 New Roofing (Saranafil Overlay)	3900	sf	\$ 15.00	\$ 58,500.00		
A4.1 Roof perimeter Parapet Cap Replacement	260	lf	\$ 10.00	\$ 2,600.00		
A3.1 New Solatube	3	ea	\$ 3,000.00	\$ 9,000.00		
Total Thermal & Moisture Protection					\$ 91,547.00	
Openings						
A2.1 New Interior Door, Frame and Hardware	4	ea	\$ 2,500.00	\$ 10,000.00		A101, A102, A103, A104
A2.1 New Exterior Door, Frame and Hardware	2	ea	\$ 3,100.00	\$ 6,200.00		A105 and Workroom A01
A2.1 Add New Window at Nurse A07	1	ea	\$ 1,500.00	\$ 1,500.00		
A2.1 Add Window at Office A09.2	1	ea	\$ 2,000.00	\$ 2,000.00		
Total Openings					\$ 19,700.00	
Finishes						
A3.03 Gyp Bd wall for new openings Office A09.2	218	sf	\$ 10.00	\$ 2,180.00		
A2.1 Gyp Bd new wall at new Conf Room A04	200	sf	\$ 10.00	\$ 2,000.00		
A2.1 Gyp Bd New Wall at new Offices A09.1 and A09.2	80	sf	\$ 10.00	\$ 800.00		
A2.1 Gyp Bd New Wall Nurse A07 / Unisex A08	120	sf	\$ 10.00	\$ 1,200.00		
A2.1 Gyp Bd Wall to add door at Nurse A07	40	sf	\$ 10.00	\$ 400.00		
A2.1 Replace Gyp Board both sides Wall Between Nurse A07 and Reception	120	sf	\$ 10.00	\$ 1,200.00		
A2.1 Gyp Bd New Wall Between Hall and Offices	150	sf	\$ 10.00	\$ 1,500.00		
A2.1 Gyp Bd Infill wall and reinstall door at Workroom A01	50	sf	\$ 10.00	\$ 500.00		
A2.1 New CT Flooring at Unisex Toilet A08	90	sf	\$ 35.00	\$ 3,150.00		
A2.1 New carpet at new Conf Room A04	272	sf	\$ 5.50	\$ 1,496.00		
A2.1 Replace Carpet at Offices A09.1 and A09.2 and Hallway	218	sf	\$ 5.50	\$ 1,199.00		
A2.1 Patch VCT Flooring at Nurse A07	1	ls	\$ 750.00	\$ 750.00		
A3.1 Replace T-Bar Ceiling at Offices A09.1 and A09.2	325	sf	\$ 12.50	\$ 4,062.50		
A3.1 Replace Portion of Ceiling at Nurse A07 and Unisex Toilet A08	35	sf	\$ 15.00	\$ 525.00		
A3.1 Replace T-Bar Ceiling at New Conf A04	277	sf	\$ 12.50	\$ 3,462.50		
A3.1 Upgrade all T-Bar Ceilings to Code and Replace Ceiling Tiles	2790	sf	\$ 5.50	\$ 15,345.00		Compression Posts/splay wires/edge angles
A7.1 Replace/Patch Wall Tile at Unisex A08 Wall Relocation and Sink Relocation	64	sf	\$ 30.00	\$ 1,920.00		
A7.1 Replace FRP at Unisex A08 Wall Relocation and Sink Relocation	64	sf	\$ 25.00	\$ 1,600.00		
A7.1 Patch CT at New TP Dispensers Mens, Womens and Unisex Toilets	50	sf	\$ 30.00	\$ 1,500.00		
Interior Paint Allowance	2800	sf	\$ 5.00	\$ 14,000.00		
Exterior Paint Allowance	2800	ls	\$ 5.00	\$ 14,000.00		
Total Finishes					\$ 72,790.00	
Specialties						
A2.1 Conf Room A04 A3.1 New Powered Projection screen	1	ea	\$ 3,000.00	\$ 3,000.00		
A2.1 New Room Signage	10	ea	\$ 95.00	\$ 950.00		
A7.1 Replace Toilet Paper Holder	3	ea	\$ 125.00	\$ 375.00		
A2.1 New Window Shades (Nurse A07 and Office A09.2)	2	ea	\$ 250.00	\$ 500.00		
Total Specialties					\$ 4,825.00	
Plumbing						
A2.1 Unisex Toilet A08 Relocate Sink	1	ea	\$ 1,500.00	\$ 1,500.00		
A2.1 Remove and Re-install Sink at Nurses Casework	1	ea	\$ 250.00	\$ 250.00		
A4.1 Remove and Reinstall Roof Drains - 4 each	4	ea	\$ 250.00	\$ 1,000.00		Roof drains are in the roof plywood removal area
Total Plumbing					\$ 2,750.00	
HVAC						
A3.1 A09.1-A9.02 Modify supply and return to split for each office	4	ea	\$ 750.00	\$ 3,000.00		
A3.1 Nurse A07 Relocate HVAC Register at Wall Relocation	1	ea	\$ 750.00	\$ 750.00		

Description	Quantity	Unit	Unit Cost	Line Item Cost	Subtotals	Comments
Total HVAC					\$ 3,750.00	
Electrical						
A2.1 Conf Room A04 Run conduit under unit for floor elect and data box, confirm POC to existing electrical and data source	1	ls	\$ 2,500.00	\$ 2,500.00		Does not include conduit in wall to connect to available outlets
A2.1 Conf Room A04 A3.1 New Powered Projection screen	1	ls	\$ 1,000.00	\$ 1,000.00		Source of power assumed to be within the room
A2.1 Offices A09.1 and A09.02 add electrical Receptacles (4 ea office)	8	ea	\$ 500.00	\$ 4,000.00		
A2.1 Offices A09.1 and A09.02 add data Receptacles (2 ea office)	4	ea	\$ 500.00	\$ 2,000.00		
A2.1 Nurse A07 Remove and Reinstall Existing Elect/Data Receptacles in New Wall with Unisex Toilet A08	1	ls	\$ 750.00	\$ 750.00		
A2.1 Unisex A08 Remove and Reinstall Existing Elect/Data Receptacles in New Wall with Nurse A07	1	ls	\$ 500.00	\$ 500.00		
A2.1 Offices A09.1 and A09.02 Extend Power to Solatubes	2	ea	\$ 500.00	\$ 1,000.00		
A2.1 Conf Room A04 Extend Power to Solatube	1	ea	\$ 500.00	\$ 500.00		
A2.1 Note 6 Provide a Floor Box with Data and Power Under New Counter Return From Closest Available Source	1	ls	\$ 1,500.00	\$ 1,500.00		
A3.1 Office/Corridor A06 New Light Fixtures with Power and New Switch	2	ea	\$ 1,250.00	\$ 2,500.00		
Total Electrical					\$ 16,250.00	
Fire Alarm						
E1.2 Upgrade Fire Alarm System Throughout	2800	sf	\$ 10.00	\$ 28,000.00		
Total Fire Alarm					\$ 28,000.00	
Final Clean Up	2800	sf	\$ 1.25	\$ 3,500.00		
Total Cleaning					\$ 3,500.00	
Sub Total					\$ 487,638	
GC's	3	mths	\$ 45,000.00		\$ 135,000	
Subtotal					\$ 622,638	
Gen / Excess Liability Umbrella		1.5%			\$ 10,735	
Payment & Performance Bond @ 1.5%		1.5%			\$ 10,735	
O&P@10%		10%			\$ 71,568	
Sub Total Construction				\$ 256	\$ 715,675	
District Contingency		10%			\$ 71,568	
Total Construction w/ Contingency				\$ 281	\$ 787,243	
Soft Costs		30%			\$ 236,173	
Total Project Estimate				\$ 366	\$ 1,023,416	

Exclusions;
Testing and/or removal of ACM's or Hazardous Materials

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.g. APPROVE CHANGE ORDER 1, MEASURE S PROJECT 18-46S, UPGRADE AND ADDITION OF STAIRS AND SIDEWALK TO IMPROVE SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL
ACTION

ISSUE: Shall the Board approve Change Order 1, Measure S Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School?

BACKGROUND: On November 13, 2018, the Board awarded a construction contract to Hughes General Engineering, Inc., for Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School. During the course of the project, District and school site staff have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. It is recommended by District staff that the Board approve Change Order 1.

FISCAL IMPACT: The total amount of Change Order 1 is \$14,957.83, which when added to the original contract amount of \$107,125, increases the contract total to \$122,082.83.

ALTERNATIVES:

1. Approve Change Order 1 to the contract with Hughes General Engineering, Inc., for Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School, in the amount of \$14,957.83, funded from the Measure S bond fund.
2. Do not approve Change Order 1.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



Business and Administrative Services

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

CHANGE ORDER 18-46S

11-29-18

PROJECT NUMBER: 18-46S

PROJECT NAME: Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High.

CONTRACTOR: HUGHES GENERAL ENGINEERING, INC.

SCOPE OF WORK: SEE ATTACHED
COST:

Original Contract Amount	\$	107,125.00
Previous Approved Change Orders	\$	0.00
This Change Order	\$	14,957.83
Adjusted Contract Amount	\$	122,082.83

TIME:

Original Contract Completion Date	January 15, 2019
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	0
Adjusted Contract Completion Date	January 15, 2019

IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR: Hughes General Engineering, Inc.

By _____

By _____

Date _____

Date _____

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER:

By _____

By _____

Date _____

Date _____



(18-465)

Hughes General Engineering
CHANGE ORDER PROPOSAL (COP)

School Name:	Oak Park High School
Project Name:	Student Access Sidewalk and Stairs
To: Name & Title	Keith Henderson
From: Contractor	Hughes General Engineering, Inc.

Date: November 28, 2018

COP Number: 1

Description of Work:

- 1) Raise fire hydrant to new elevation. Install (2) 4"x6' bollards to protect fire hydrant.
- 2) Install Jute mesh on slopes. Paint (2) fire hydrants. Paint (2) bollards. Paint gate stops.
- 3) V-Swale installation at sidewalk. Legacy block order. Pick up electrical boxes and install.
- 4) Install Legacy wall around tree and sidewalk area.
- 5) Install retaining curb at newly installed stairs.

A. Subcontractor Cost of the Work:

	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Subtotal A: \$ -

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	\$ 7,781.58
Materials and Equipment (See attached supporting documentation.)	\$ 3,884.68
Additional Bond	\$ 300.00

Subtotal B: \$ 11,966.26

C. Contractor Fee:

25% Markup

Subtotal C: \$ 2,991.57

Total = (A + B + C)

Total: \$ 14,957.83

☐ The proposal would ☐ Increase ☐ Decrease the Contract Time by calendar days.

☒ The proposal does NOT affect the Contract Time.

Contractor's Signature: HUGHES GENERAL ENGINEERING, INC.

Jeff Hughes, President
Printed Name & Title

Change Order Proposal
Rev. 5-17-11

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

CHANGE ORDER #1, MEASURE S PROJECT 18-46S, UPGRADE AND ADDITION OF STAIRS AND SIDEWALK TO IMPROVE SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL

PROJECT NUMBER AND TITLE

TITLE: MEASURE S PROJECT 18-46S, UPGRADE AND ADDITION OF STAIRS AND SIDEWALK TO
IMPROVE SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL

DESCRIPTION: UPGRADE OF STAIRS AND THE ADDITION OF A SIDEWALK TO IMPROVE
PEDESTRIAN SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL

DATE OF AUTHORIZATION: NOVEMBER 13, 2018

PROJECT BUDGET

AMOUNT: \$117,838

DATE OF AUTHORIZATION: NOVEMBER 13, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: NOVEMBER 13, 2018

CONTRACTOR INFORMATION

COMPANY NAME: HUGHES GENERAL ENGINEERING

LOCATION: CAMARILLO, CALIFORNIA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$107,125

CONTRACTORS CHANGE ORDERS (IF APPLICABLE)

NUMBER OF CHANGE ORDERS: 1

TOTAL COST OF ALL CHANGE ORDERS: \$14,957.83

REVISED CONTRACT AMOUNT: \$122,082.83

NOTICE OF COMPLETION

DATE OF APPROVAL: N/A

FINAL CONTRACT AMOUNT: N/A

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: B.2.h. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 18-46S, UPGRADE AND ADDITION OF STAIRS AND SIDEWALK TO IMPROVE SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School, contracted with Hughes General Engineering?

BACKGROUND: On November 13, 2018, the Board of Education authorized the award of a contract for Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School, contracted with Hughes General Engineering of Camarillo, California.

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

FISCAL IMPACT: None; Notice of Completion is required by Public Contract Code section 7107.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School, contracted with 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

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

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

That on or about November 13, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Hughes General Engineering, Inc., of Camarillo, California, for Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on December 11, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

NOTICE OF COMPLETION, MEASURE S PROJECT 18-46S, UPGRADE AND ADDITION OF STAIRS AND SIDEWALK TO IMPROVE SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL

PROJECT NUMBER AND TITLE

TITLE: MEASURE S PROJECT 18-46S, UPGRADE AND ADDITION OF STAIRS AND SIDEWALK TO
IMPROVE SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL

DESCRIPTION: UPGRADE OF STAIRS AND THE ADDITION OF A SIDEWALK TO IMPROVE
PEDESTRIAN SAFETY FOR ATHLETIC FACILITIES AT OAK PARK HIGH SCHOOL

DATE OF AUTHORIZATION: NOVEMBER 13, 2018

PROJECT BUDGET

AMOUNT: \$117,838

DATE OF AUTHORIZATION: NOVEMBER 13, 2018

AWARD OF CONTRACT

DATE OF BOARD AWARD: NOVEMBER 13, 2018

CONTRACTOR INFORMATION

COMPANY NAME: HUGHES GENERAL ENGINEERING

LOCATION: CAMARILLO, CALIFORNIA

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT: \$107,125

CONTRACTORS CHANGE ORDERS (IF APPLICABLE)

NUMBER OF CHANGE ORDERS: 1

TOTAL COST OF ALL CHANGE ORDERS: \$14,957.83

REVISED CONTRACT AMOUNT: \$122,082.83

NOTICE OF COMPLETION

DATE OF APPROVAL: DECEMBER 12, 2018

FINAL CONTRACT AMOUNT: \$122,082.83

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: B.2.i. RATIFY CIVIL ENGINEERING SERVICES AGREEMENT FOR TOPOGRAPHICAL SURVEY AND STORM WATER POLLUTION PREVENTION PLAN FOR KING JAMES COURT PROPERTY

ACTION

ISSUE: Shall the Board ratify a civil engineering services agreement with Benner & Carpenter to provide a topographical survey and develop a storm water pollution prevention plan (SWPPP) for the King James Court property?

BACKGROUND: In the recent wildfires that ravaged the Oak Park community, the District's unimproved 6.39 acre parcel located at the north end of King James Court was also completely burned. Sensitive to both the community and the immediate neighborhood, the District is proactively seeking long-term solutions to mitigate the post-fire potential flow of water and debris from the site, as well as rehabilitation of site vegetation that might be more resistant to wild fires in the future. To that end, after consultation and recommendation by both the Ventura County Schools Self-Funding Authority (VCSSFA) and the District's Facility Planning Subcommittee, staff has engaged civil engineers Benner & Carpenter to provide a topographical survey and develop a storm water pollution prevention plan (SWPPP) for the King James Court property. As outlined in its proposal following this report, working with state, county, and other responsible agencies, Benner & Carpenter will provide an aerial topographic survey and a SWPPP to minimize the flow of water and debris from the site. The completed survey and plan will be used to develop both short- and long-term plans to mitigate future fires and water flow issues. After consultation with VCSSFA, it is anticipated that the proposed civil engineering services agreement will be covered by the District's property/liability insurance.

FISCAL IMPACT: The cost of the proposed services is \$22,930, anticipated to be covered by the District's property/liability insurance.

ALTERNATIVES:

1. Ratify a civil engineering services agreement Benner & Carpenter to provide a topographical survey and develop a storm water pollution prevention plan (SWPPP) for the King James Court property, in the amount of \$22,930.
2. Do not approve the civil engineering services agreement.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, DECEMBER 11, 2018
Ratify Civil Engineering Services Agreement for
Topographical Survey and Storm Water Pollution Prevention Plan
For King James Court Property
Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



BENNER and CARPENTER, INC.

CIVIL ENGINEERS • LAND SURVEYORS

506 EAST MAIN STREET
SANTA PAULA, CALIFORNIA 93060
(805) 525-3396
FAX # (805) 656-1989

November 21, 2018

Oak Park Unified School District
5801 East Conifer Street
Oak Park, California 91377

Attention: Mr. Keith Henderson

Subject: Proposal for an Aerial Topographic Survey and SWPPP,
APN 685-0-190-015,
Vacant Lot at King James Court, Oak Park

Gentlemen:

Benner and Carpenter, Inc., is pleased to provide this proposal for aerial topographic survey and a SWPPP for the vacant lot at the end of King James Court in Oak Park. We will obtain new aerial photography of the site suitable for preparing a topographic map at a 1"=40' scale, and 2' contour accuracy. In addition to topography, the map will show above ground features such as curbs, buildings, fences, poles, etc., according to standard practice.

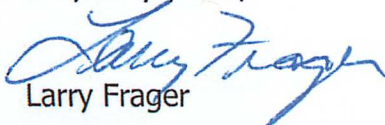
Using the aerial topographic survey, we will prepare a SWPPP for the site. The purpose of the plan is to minimize the flow of water and debris from the site. We understand this plan will be reviewed by multiple agencies.

Our fee for this service is \$22,930.

This proposal does not include underground utility search, title work, agency fees, a landscape plan, or design of drainage structures and debris basins.

Please feel free to give me a call if you have any questions.

Very truly yours,


Larry Frager

LF/ss

Celebrating Over 40 Years in Business

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.j. APPROVE ACCEPTANCE OF DONATION

ACTION

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

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

Site/Program	Gift/Donor	Gift
Oak Park Unified School District –Support for employees and families affected by the Woolsey fires	Hoehn Family Charitable Trust	\$5,000

RECOMMENDATION: Accept the donation with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.k. APPROVE RESOLUTION #18-25, AUTHORIZING EMERGENCY CONTRACTS FOR LABOR AND SERVICES FOR CLEAN-UP AND TESTING ARISING FROM CONDITIONS CAUSED BY WILDFIRES

ACTION

ISSUE: Shall the Board approve Resolution #18-25, authorizing emergency contracts for labor and services for clean-up and testing arising from conditions caused by wildfires?

BACKGROUND: On November 8, 2018, the wildfire known as the "Woolsey Fire" spread through the Oak Park community, causing mandatory evacuations for residents and families, and destroying or damaging many homes. On November 9, 2018, a state of emergency was declared by both the Acting Governor of the State of California and the President of the United States.

As a result of damage and remediation from the fires, the District may need to contract with vendors to perform repairs, cleaning, testing, and other related work to fully restore schools and offices back to safe operations. Public Contract Code section 22050(a)(1) provides that when an emergency situation exists, and when a district is unable to provide the essential public service of instruction to students, the Board of Education, by a four-fifths vote, can declare an emergency situation and take any action required to procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids. It is respectfully recommended that the Board approve the accompanying resolution, providing the authorization needed for District staff to move ahead as quickly as possible to contract for cleaning and restoration related activities.

FISCAL IMPACT: It is anticipated that the cost of any contracts entered into will be covered by the District's property/liability insurance, and FEMA and/or OES funding.

ALTERNATIVES:

1. Approve Resolution #18-25, authorizing emergency contracts for labor and services for clean-up and testing arising from conditions caused by wildfires.
2. Do not approve Resolution #18-25.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT
Resolution 18-25

Authorizing Emergency Contracts For Labor And Services For Clean-Up And Testing Arising From
Conditions Caused By Wildfires

WHEREAS on or about November 8, 2018, the Woolsey wildfires began to burn in Ventura and Los Angeles counties;

WHEREAS the Woolsey fire and various flare-ups have impacted all schools and sites throughout the District and the District requires to procure labor and services to assist in the cleanup and restoration of school sites, to conduct evaluations and testing to determine air quality and to develop recommendations (collectively, "Cleaning and Restoration");

WHEREAS an emergency situation exists in that immediate work needs to be performed at school and district sites and such work is necessary to facilitate the resumption of classes and to protect the safety of students, staff and property;

WHEREAS the District may have to contract with one or more qualified contractors, vendors, and specialists to perform the necessary Cleaning and Restoration;

WHEREAS the District, pursuant to Public Contract Code section 22000 et seq., has elected to become subject to the Uniform Public Construction Cost Accounting Act;

WHEREAS time is of the essence and informal or formal bidding for services related to the Cleaning and Restoration that otherwise would be required by the Uniform Public Construction Cost Accounting Act could create significant delays in resolving the emergency condition and delay the opening of schools;

WHEREAS pursuant to Public Contract Code section 22050(a)(1), the District, in the case of any emergency and pursuant to a four-fifths vote of its governing Board of Education ("Board"), may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board hereby approves a delegation of authority to the Superintendent, or designee, pursuant to Public Contract Code section 22050(b)(1) to execute, deliver or otherwise negotiate contracts, requisitions, or purchase orders to effectuate the Cleaning and Restoration, or to otherwise carry out the intent of this Resolution, and that such delegation shall remain in full force and effect until January 15, 2018.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Oak Park Unified School District this 11th day of December 2018 by the following vote:

AYES	_____
NOES	_____
ABSENT	_____
ABSTENTIONS	_____

President, Oak Park Unified School District
Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.2.1. APPROVE RESOLUTION #18-26 TO DESIGNATE AN APPLICANT'S AGENT FOR NON-STATE AGENCIES (CAL OES 130)

ACTION

ISSUE: Shall the Board approve Resolution #18-26 to Designate an Applicant's Agent for Non-State Agencies (Cal OES 130)?

BACKGROUND: On November 8, 2018, the wildfire known as the "Woolsey Fire" spread through the Oak Park community, causing mandatory evacuations for residents and families, and destroying or damaging many homes. On November 9, 2018, a state of emergency was declared by both the Acting Governor of the State of California and the President of the United States.

Oak Park school facilities suffered only minor fire damage but were significantly impacted by smoke and ash intrusion. As a result of damage and remediation, the District may need to contract with vendors to perform repairs, cleaning, testing, and other related work to get schools and offices back in safe operations.

The District is working with and through the Ventura County Schools Self-Funding Authority to remediate the fire damage and mitigate potential damage from post-fire rains. In order for OPUSD to access state and federal funding and support from the California Governor's Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA), it is necessary for the Board to approve the accompanying resolution. Resolution #18-26 designates the District's agents authorized for all matters pertaining to such state disaster assistance, the assurances, and agreements required by OES and FEMA

FISCAL IMPACT: None; Resolution #18-26 only designates the agents authorized to interact with OES and FEMA on behalf of the District.

ALTERNATIVES:

1. Approve Resolution #18-26 to Designate an Applicant's Agent for Non-State Agencies (Cal OES 130).
2. Do not approve Resolution #18-26.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 ____.

(Signature)

(Title)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.3.a. APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEAR 2020-2021

ACTION

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

BACKGROUND: The District Calendar Committee met on October 25, 2018 and proposed the accompanying calendar. Oak Park Teacher's Association and Oak Park Classified Association conducted an advisory vote and both recommended approving this calendar.

FISCAL IMPACT: None

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

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT - DRAFT

JULY 2020- JUNE 2021 - STUDENT/TEACHER CALENDAR

JULY 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4	4 - Independence Day						1	2	1 Winter Break
5	6	7	8	9	10	11		3	4	5	6	7	8	9	4 Sec Prep Day - Sec students out of school, Elem in school
12	13	14	15	16	17	18		10	11	12	13	14	15	16	5 First day of Sem 2 Secondary
19	20	21	22	23	24	25		17	18	19	20	21	22	23	18 - MLK Day - Holiday
26	27	28	29	30	31		31 - K-12 Staff Dev	24	25	26	27	28	29	30	19 days/E, 18 days/S
								31							

JANUARY 2021

AUGUST 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1			1	2	3	4	5	6	11 - Opt K-12 Buy back
2	3	4	5	6	7	8	3 - K-12 Staff Dev	7	8	9	10	11	12	13	12 - No School
9	10	11	12	13	14	15	4 - Teacher Prep Day	14	15	16	17	18	19	20	15 - Presidents Day No School
16	17	18	19	20	21	22	5 - First school day	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	19 Days	28							17 Days
30	31														

FEBRUARY 2021

SEPTEMBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5			1	2	3	4	5	6	8-11 OHES Elementary Conferences
6	7	8	9	10	11	12	7 - Labor Day	7	8	9	10	11	12	13	9-12 BES/ROES Elementary Conferences
13	14	15	16	17	18	19		14	15	16	17	18	19	20	
20	21	22	23	24	25	26	28 - Local Holiday	21	22	23	24	25	26	27	15-16 - No School
27	28	29	30				20 Days	28	29	30	31				21 Days

MARCH 2021

OCTOBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3						1	2	3	1 - Local Holiday
4	5	6	7	8	9	10									2 - Local Holiday
11	12	13	14	15	16	17	12 - Elem Teacher Prep Day	4	5	6	7	8	9	10	5-9 Spring Break
18	19	20	21	22	23	24	22-29 Elementary Conferences	11	12	13	14	15	16	17	
25	26	27	28	29	30	31	21 days E/22 days S	18	19	20	21	22	23	24	
								25	26	27	28	29	30		15 Days

APRIL 2021

NOVEMBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6	7	11 - Veterans Day							1	25-27 - OPHS/MCMS Min days
8	9	10	11	12	13	14	13 Special Minimum Day	2	3	4	5	6	7	8	27 Elementary Minimum Day
15	16	17	18	19	20	21	16 OPHS Minimum Day	9	10	11	12	13	14	15	27 - End of Sem 2/Last Day of School
22	23	24	25	26	27	28	23 - 25 Local Holiday	16	17	18	19	20	21	22	31 - Memorial Day
29	30						26 - 27 Thanksgiving Holiday	23	24	25	26	27	28	29	19 - Days
							15 Days	30	31						91 days/E, 90 days/S

MAY 2021

DECEMBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5				1	2	3	4	5	
6	7	8	9	10	11	12	18 - End of Sem 1	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	18 - Minimum day all schools	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	21-31 Winter Break	20	21	22	23	24	25	26	
27	28	29	30	31			14 Days	27	28	29	30				
							89 days/E, 90 days/S								

JUNE 2021

Denotes School Holiday

Denotes Beginning and End of School

Denotes Teacher Prep Day(some students in School/Some Students out of School)

Denotes Conference Days

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: B.4.a. APPROVE 2020-2021 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR

ACTION

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

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

FISCAL IMPACT: None

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

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT - DRAFT

JULY 2020- JUNE 2021 - CLASSIFIED CALENDAR

JULY 2020

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

JANUARY 2021

AUGUST 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1			1	2	3	4	5	6	
2	3	4	5	6	7	8	5 - First school day	7	8	9	10	11	12	13	12 - No School
9	10	11	12	13	14	15		14	15	16	17	18	19	20	15 - Presidents Day
16	17	18	19	20	21	22		21	22	23	24	25	26	27	
23	24	25	26	27	28	29		28							
30	31														

FEBRUARY 2021

SEPTEMBER 2020

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

MARCH 2021

OCTOBER 2020

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

APRIL 2021

NOVEMBER 2020

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

MAY 2021

DECEMBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5				1	2	3	4	5	
6	7	8	9	10	11	12		6	7	8	9	10	11	12	
13	14	15	16	17	18	19	18 - End of Sem 1	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	24-35 Local Holiday	20	21	22	23	24	25	26	
27	28	29	30	31			31 - Local Holiday	27	28	29	30				

JUNE 2021

Denotes School and Classified Holiday
Denotes Beginning and End of school

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

**SUBJECT: B.5.a. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION
5141.32 –HEALTH SCREENING FOR SCHOOL ENTRY – First Reading
ACTION**

ISSUE: Should the Board of Education approve the proposed amendment to Administrative Regulation 5141.32 – Health Screening for School Entry?

BACKGROUND: Administrative Regulation 5141.32 updated reflect NEW LAW (SB 379, 2017) which changes the date by which the district must report oral health assessment data to the county office of education and/or state dental director and requires the certification form developed by the California Department of Education (CDE) to include parental rights related to oral health assessments offered at school sites. Regulation also deletes the requirement to notify parents/guardians of the telephone number for the Healthy Families program, which is no longer operational. Administrative Regulation 5141.32 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve amendment to Administrative Regulation 5141.32 – Health Screening for School Entry.
2. Do not amend Administrative Regulation 5141.32 – Health Screening for School Entry.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.32(a)

Health Screening For School Entry

Comprehensive Health Screening for Grades K-1

The parent/guardian of a student in kindergarten or first grade shall submit to the Superintendent or designee a certification form developed by the California Department of Health **Care** Services (**DHSDHCS**) and signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. (Health and Safety Code 124040, 124085)

(cf. 5111 - Admission)

(cf. 5141.3 - Health Examinations)

(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 Superintendent or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code 124025-124110 to assist eligible low-income families in obtaining the health screening. (Health and Safety Code 124100)

(cf. 5145.6 - Parental Notifications)

The notice and certification form shall be included with the notification of immunization requirements provided to parents/guardians prior to their child's enrollment in kindergarten and shall encourage completion of the health screening simultaneously with immunizations. The notice shall **also** be provided to the parent/guardian of any student who is enrolling in first grade without having attended kindergarten in the district.

(cf. 5141.31 - Immunizations)

In lieu of the certification, the parent/guardian may submit a waiver on a form developed by **DHSDHCS** indicating that he/she does not want or is unable to obtain a health screening. If the waiver indicates that the parent/guardian was unable to obtain the services, the reasons should be included in the waiver. (Health and Safety Code 124085)

The waiver form shall be provided to a parent/guardian upon request.

The completed certification form or the waiver shall be maintained in the student's health file or cumulative record. (5 CCR 432)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.32(b)

(cf. 5125 - Student Records)

During the first 90 days of the school year, the Superintendent or designee may contact any parent/guardian of a first-grade student who has not provided either the certification form or the waiver to ensure that the parent/guardian understands the health screening requirement and, if appropriate, his/her possible eligibility for the CHDP program.

The Superintendent or designee shall exclude from school, for not more than five ~~(5)~~ school days, any first-grade student who does not present evidence of a health screening or a waiver on or before the 90th day after entering first grade. The exclusion shall begin on the 91st day after the student's entrance into the first grade, or if school is not in session, then on the next succeeding school day. (Health and Safety Code 124105)

The Superintendent or designee may exempt a student from exclusion when his/her parents/guardians have been contacted at least twice between the first day and the 90th day after the student's enrollment in first grade and the parents/guardians refuse to provide either a certification form or a waiver. (Health and Safety Code 124105)

(cf. 5112.2 - Exclusions from Attendance)

Oral Health Assessment for Grades K-1

No later than May 31 of the ~~relevant~~ school year, the parent/guardian of ~~a~~any kindergarten student, or of any first-grade student who was not previously enrolled in ~~kindergarten in~~ a public school, shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the ~~student's initial enrollment. The parent/guardian shall submit to the Superintendent or designee a California Department of Education standardized form which has been completed and signed by the dental health professional.~~student's initial enrollment. (Education Code 49452.8)

The Superintendent or designee shall notify parents/guardians of students in grades K-1 of the oral health assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following: (Education Code 49452.8)

1. An explanation of the administrative requirements of the law
2. Information on the importance of primary teeth
3. Information on the importance of oral health to overall health and to learning

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.32(c)

4. A toll-free telephone number to request an application for ~~Healthy Families~~, Medi-Cal, or other government-subsidized health insurance programs
5. Contact information for county public health departments
6. A statement of privacy applicable under state and federal laws and regulations

The notification ~~and~~, along with a copy of the certification form developed by the California Department of Education, shall be provided to parents/guardians when they register their child for school.

~~The student~~ Following completion of the assessment, the parent/guardian shall submit to the Superintendent or designee a completed certification form which has been signed by the dental health professional.

A parent/guardian may be excused from complying with the oral health assessment requirements if ~~his/her parent/guardian~~ he/she indicates on the ~~standardized~~ certification form that ~~it~~ the assessment could not be completed for any of the following reasons: (Education Code 49452.8)

1. Completion of an assessment poses an undue financial burden on the parent/guardian.
2. The parent/guardian lacks access to a licensed dentist or other dental health professional.
3. The parent/guardian does not consent to an assessment.

If the district hosts a free oral health assessment event at which licensed dentists or other licensed dental health professionals perform school site assessments of students enrolled in the school, any student who has not had an oral health assessment shall be given an assessment unless his/her parent/guardian has indicated on the certification form that he/she does not consent to the student receiving an assessment. However, a student shall not receive dental treatment of any kind without his/her parent/guardian's informed consent for the treatment. (Education Code 49452.8)

Students who are not assessed, or for whom the parents/guardians fail to return the ~~standardized~~ certification form, shall not be excluded from school attendance.

By ~~December 31~~ July 1 of each year, the Superintendent or designee shall report data on oral health assessments to the state dental director and/or the county office of education in accordance with Education Code 49452.8.

The report shall also be provided to the Governing Board. The identity of any student shall not

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.32(d)

be included in the report.

Legal Reference:

EDUCATION CODE

48985 Notice to parents in language other than English

49060-49079 ~~Pupil~~ Student records

49452.8 Oral health assessment

HEALTH AND SAFETY CODE

104395 Child Health and Disability Prevention Program expansion

124025-~~124100~~124110 Child Health and Disability Prevention Program, especially:

124085 Certificate ~~of receipt;~~ documenting health screening and evaluation services; waiver by parent ~~or~~ guardian

124100 Distribution of program information to parents/guardians of kindergarten children

124105 Exclusions and exemption; legislative intent of notification contents

CODE OF REGULATIONS, TITLE 5

432 Student records

CODE OF REGULATIONS, TITLE 17

6800-6874 Child Health and Disability Prevention Program

Management Resources:

CSBA PUBLICATIONS

~~Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Governance and Policy Services, Policy Brief, February 2007~~

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

Child Health & Disability Prevention (CHDP) Program: Oral Health Educational Resources for Children and Teens (6-20 years), rev. July 2013

CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006

WEB SITES

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

California Dental Association: <http://www.cda.org>

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services, Child Health and Disability Prevention Program: <http://www.dhcs.ca.gov/services/chdp>

California ~~Health~~Healthy Kids Resource Center:

<http://www.californiahealthykidsccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center>

California Dental Association: <http://www.cda.org>

Adopted: 9-17-02

Amended: 3-07, 12-11-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY 5141.6 – SCHOOL HEALTH SERVICES – First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5141.6 – School Health Services?

BACKGROUND: Board Policy 5141.6 updated to delete references to the obsolete API, Healthy Start program, and Healthy Families program. Regulation updated to expand section on "Types of Health Services" to include additional services for which districts can receive Medi-Cal reimbursement. Board Policy 5141.6 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy 5141.6 – School Health Services.
2. Do not amend Board Policy 5141.6 – School Health Services.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.6(a)

~~Student~~ School ~~Health and Social Services~~

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. [The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van\(s\) that serve multiple campuses.](#)

The Board and the Superintendent [or designee](#) shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.25 - Availability of Condoms)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.33 - Head Lice)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.52 - Suicide Prevention)

(cf. 6145.2 - Athletic Competition)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

(cf. 1260 - Educational Foundation)

(cf. 1330.1 - Joint Use Agreement)

(cf. 3100 - Budget)

(cf. 7000 - Facilities Master Plan)

[The Board may prioritize school health services to schools serving students with the greatest](#)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.6(b)

need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

(cf. 0415 - Equity)

School health services shall be provided ~~or supervised by~~ **under the supervision of** a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract ~~or~~ memorandum of understanding.

~~*(cf. 1020 - Youth Services)*~~

(cf. 3312 - Contracts)

If a school nurse is employed by the school or district, he/she shall be involved in ~~the~~ planning and implementing the school health services as appropriate.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, ~~programs that address~~ nutrition and physical fitness **programs**, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

*(cf. 6142.7 - Physical Education **and Activity**)*

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Counseling/Guidance Services)

Consent and Confidentiality

~~The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929 or other applicable laws.~~

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

~~*(cf. 5125 - Student Records)*~~

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low-to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but **are** not ~~be~~ limited to,

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.6(c)

providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law ~~and providing students and parents/guardians with information about the low-cost Healthy Families Insurance program.~~

~~(cf. 1020 - Youth Services)~~

(cf. 3553 - Free and Reduced Price Meals)

Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

(cf. 5125 - Student Records)

Payment/Reimbursement for Services

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

(cf. 5143 - Insurance)

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but ~~are~~ not necessarily ~~be~~ limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; ~~measures of school climate~~; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

(cf. 0500 - Accountability)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.6(d)

Legal Reference:

EDUCATION CODE

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

49073-49079 Privacy of student records

49423.5 Specialized physical health care services

49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal

FAMILY CODE

6920-6929 Consent by minor for medical treatment

GOVERNMENT CODE

95020 Individualized family service plan

HEALTH AND SAFETY CODE

104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent

121020 HIV/AIDS testing and treatment; parental consent for minor under age 12

123110 Minor's right to access health records

123115 Limitation on parent/guardian access to minor's health records

123800-123995 California Children's Services Act

124025-124110 Child Health and Disability Prevention Program

124172-124174.56 Public School Health Center Support Program

124260 Mental health services; consent by minors age 12 and older

130300-130317 Health Insurance Portability and Accountability Act (HIPAA)

WELFARE AND INSTITUTIONS CODE

14059.5 Definition of "medically necessary"

14100.2 Confidentiality of Medi-Cal information

14115 Medi-Cal claims process

14115.8 LEA Medi-Cal Billing Option, program guide

14124.90 Third-party health coverage

14132.06 Covered benefits; health services provided by local educational agencies

14132.47 Administrative claiming process and targeted case management

CODE OF REGULATIONS, TITLE 10

~~2699.6500-2699.6815 Healthy Families Program~~

CODE OF REGULATIONS, TITLE 17

2951 Testing standards for hearing tests

~~6886800-6874 Child Health and Disability Preventing~~ Prevention Program

CODE OF REGULATIONS, TITLE 22

51009 Confidentiality

51050-51192 Definitions of Medi-Cal providers and services-

51200 Requirements for providers

51231.2 Wheelchair van requirements

51270 Local educational agency provider; conditions for participation

51304 Limitations on specified benefits

51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services

51323 Medical transportation services

51351 Targeted case management services

51360 Local educational agency; types of services

51491 Local educational agency eligibility for payment

51535.5 Reimbursement to local educational agency providers

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act (FERPA)

UNITED STATES CODE, TITLE 42

1320c-9 Prohibition against disclosure of records

1397aa-1397mm State Children's Health Insurance Program

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.6(e)

CODE OF FEDERAL REGULATIONS, TITLE 42

431.300 Use and disclosure of information on Medicaid applicants and recipients

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008

Promoting Oral Health for California's Students: New Role, New Opportunities for Schools, Policy Brief, November 2008

~~Providing School Health Services in California: Perceptions, Challenges and Needs of District Leadership Teams, 2008~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, ~~2003~~

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

LEA Medi-Cal Provider Manual

California School-Based Medi-Cal Administrative Activities Manual

LEA Medi-Cal Provider Manual

~~DEPARTMENT OF HEALTH SERVICES POLICY LETTERS~~

~~00-06 Managed Care Plan Relationships with Local Education Agency Providers, December 11, 2000~~

~~NATIONAL ASSEMBLY ON CALIFORNIA SCHOOL-BASED HEALTH CARE ALLIANCE PUBLICATIONS~~

~~A Guidebook for Evaluation~~ How to Fund Health Services in Your School District, September 2014

Documenting the Link Between School-Based Health Centers and Academic Success, May 2014

NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS

~~Minor Consent, Confidentiality, a Child Abuse Reporting in California, October 2006~~

Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015

WEB SITES

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

CSBA, Practi-Cal Program: <http://www.csba.org/Services/Services/District-Services/ProductsAndServices/AllServices/PractiCal.aspx>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

~~CDE~~ California Department of Education, Health Services and School Nursing: <http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services: <http://www.dhcs.ca.gov>

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

California School-Based Health ~~Centers Association~~ Alliance: <http://www.schoolhealthcenters.org>

California School Nurses Organization: <http://www.csno.org>

Center for Health and Health Care in Schools: <http://www.healthinschools.org>

Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS) Study: <http://www.cdc.gov/HealthyYouth/shpps>

Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>

~~Healthy Families Program: <http://www.healthyfamilies.ca.gov>~~

~~National Assembly on School Based Health Care: <http://www.nasbhc.org>~~

National Center for Youth Law: <http://www.youthlaw.org>

Adopted: 10-15-80

Amended: 5-15-84, 8-18-92, 9-17-02, 4-21-09, 10-16-12, 12-11-18

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY 6142.3 –CIVIC
EDUCATION – First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6142.3 – Civic Education?

BACKGROUND: Board Policy 5141.6 updated to add new section on "Student Voter Registration" containing material formerly in BP 1400 - Relations Between Governmental Agencies and the Schools. Policy also reflects NEW LAW (AB 24, 2017) which establishes the State Seal of Civic Engagement to recognize high school graduates who have demonstrated excellence in civic education and participation based on criteria to be approved by the State Board of Education by January 31, 2021. Examples of activities that link civic knowledge to practical experience expanded to reflect additional concepts in the state curriculum framework. Board Policy 6142.3 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy 6142.3 – Civic Education
2. Do not amend Board Policy 6142.3 – Civic Education.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.3(a)

Civic Education

The Governing Board recognizes that ~~citizen~~ involvement in civic and political institutions is essential to a democratic government and desires to provide a comprehensive civic education program to help students acquire the knowledge, skills, and principles essential for informed, engaged, and responsible citizenship. –

The Board shall approve, upon the recommendation of the Superintendent or designee, academic standards and curriculum in civics and government that are aligned with state academic standards and curriculum frameworks.

(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 9000 - Role of the Board)

The Superintendent or designee shall determine specific courses within the K-12 curriculum in which civic education and government may be explicitly and systematically taught. He/she ~~also~~ shall **also** encourage the integration of civic education into other subjects as appropriate. –

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

The district's civic education program shall provide students with an understanding of the rights and responsibilities of citizens in American democracy and the workings of federal, state, and local governments. As appropriate, instruction should include an examination of fundamental American documents, including, but not limited to, the Declaration of Independence, the United States Constitution, the Federalist Papers, and other significant writings and speeches. **Instruction should also promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.**

~~To develop a sense of political effectiveness, instruction should develop students' understanding of the importance of civic participation in a democratic society.~~ Service learning, extracurricular and cocurricular activities, class and school elections, **simulations of government, student-led debates, voter education**, and observation of local government processes may be used to reinforce classroom instruction by linking civic knowledge to practical experience and encouraging civic involvement.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6142.4 - **Service Learning** ~~Through~~ Community Service **Classes**)
(cf. 6145 - Extracurricular and Cocurricular Activities)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.3(b)

~~Instruction also should promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.~~

(cf. 9150 - Student Board Members)

Whenever civic education includes topics that may be controversial due to political beliefs or other influences, instruction shall be presented in a balanced manner that does not promote any particular viewpoint. Students shall not be discriminated against for expressing their ideas and opinions and shall be encouraged to respect different points of view.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

Constitution/Citizenship Day

Each year on or near September 17, in commemoration of Constitution and Citizenship Day, the district shall hold an educational program for students in grades K-12 pertaining to the United States Constitution which shall include exercises and instruction in the purpose, meaning, and importance of the Constitution, including the Bill of Rights. (Education Code 37221; ~~P.L. 108-447, Sec. 111~~) 36 USC 106 Note)

(cf. 6115 - Ceremonies and Observances)

Student Voter Registration

To encourage students to participate in the elections process when they are of voting age, the Superintendent or designee shall provide high school students with voter registration information, including information regarding the state's online voter registration system.

The Superintendent or designee shall identify an employee at each high school whom the California Secretary of State may contact to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the business address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)

The designated employee shall determine the most effective means of distributing voter registration forms provided by the Secretary of State, which may include, but are not limited to, distributing the forms at the start of the school year with orientation materials, placing voter registration forms at central locations, including voter registration forms with graduation materials, and/or providing links and the web site address of the Secretary of State's online voter registration system on the district's web site and in email notices sent to students.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.3(c)

The principal or designee may appoint one or more students enrolled at each high school to serve as voter outreach coordinators at that school. The voter outreach coordinator(s) may coordinate voter registration activities at the school to encourage eligible persons to register to vote. With the approval of the principal or designee, the voter outreach coordinator(s) may also coordinate election-related activities on campus, including voter registration drives, mock elections, debates, and other election-related student outreach activities. (Education Code 49041)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.13 - Response to Immigration Enforcement)

During the last two full weeks in April and September, in areas on each high school campus that are reasonably accessible to all students as designated by the principal or designee, the county elections official shall be allowed to register students and school personnel to vote. (Education Code 49040)

Legal Reference:

EDUCATION CODE

54 Student service on boards and commissions
233.5 Teaching of principles
33540 Standards for government and civics instruction—
37221 Commemorative exercises including anniversary of U.S. Constitution
48205 Absence from school for jury duty or precinct board service
49040-49041 Student voter registration
51210 Courses of study, grades 1-6
51220 Courses of study, grades 7-12
51470-51474 State Seal of Civic Engagement

ELECTIONS CODE

2146 Student voter registration
2148 Student voter registration, contact person
12302 Precinct boards, appointment of students
UNITED STATES CODE, TITLE 20
6711-6716 Education for Democracy Act
UNITED STATES CODE, TITLE 36
101-144 Patriotic observances

Management Resources:

CSBA PUBLICATIONS

~~School Board Leadership: The Role and Function of California's School Boards, 1996~~

FEDERAL REGISTER

~~70 Fed. Reg. 9929727—Constitution Day and Citizenship Day—~~

AMERICAN BAR ASSOCIATION PUBLICATIONS

Essentials of Law-Related Education, rev. 2003

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Content Standards

History-Social Science Framework for California Public Schools

CENTER FOR CIVIC EDUCATION PUBLICATIONS

Education for Democracy: California Civic Education Scope & Sequence, 2003

National Standards for Civics and Government, 1994

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.3(d)

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) PUBLICATIONS

~~1998 Civics Report Card for the Nation, November 18, 1999~~

Civics Assessment

WEB SITES

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

American Bar Association, ~~Law Related Education Projects:~~

http://www.abanet.org/publiced/tregroups/public_education.html

American Political Science Association: <http://www.apsanet.org>

Bill of Rights Institute: <http://www.billofrightsinstitute.org>

California Association of Student Leaders: <http://www.casl1.org>

California Council for the Social Studies: <http://www.ccss.org>

California Secretary of State Online Voter Registration: <http://registertovote.ca.gov>

Center for California Studies: <http://www.csus.edu/calst>

Center for Civic Education: <http://www.civiced.org>

Center for Information and Research on Civic Learning and Engagement: <http://www.civicyouth.org>

~~Center for Youth Citizenship: <http://www.youthcitizenship.org>~~

Constitutional Rights Foundation: <http://www.crf-usa.org>

National Assessment of Educational Progress (~~NAEP~~), Civics Assessment:

<http://nces.ed.gov/nationsreportcard/civics>

National Council for the Social Studies: <http://www.ncss.org>

Adopted: 11-14-06, 12-11-2018

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
**SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY 6170.1 –
TRANSITIONAL KINDERGARTEN – First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6170.1 – Transitional Kindergarten(TK)?

BACKGROUND: Board Policy 6170.1 updated to reflect NEW LAW (AB 1808) which allows districts to place 4-year-old children enrolled in a CSPP program into a TK program and to commingle children from both programs into the same classroom under specified conditions. Board Policy 6170.1 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy 6170.1 – Transitional Kindergarten.
2. Do not amend Board Policy 6170.1 – Transitional Kindergarten.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(a)

Transitional Kindergarten

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program.
(Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and ~~the~~ age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(b)

parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education- (CDE). It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to ~~the California Department of Education~~CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46115, 46117, 48003)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(c)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by ~~the~~ CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8235 *California State Preschool Program*

8973 *Extended-day kindergarten*

37202 *School calendar; equivalency of instructional minutes*

44258.9 *Assignment monitoring by county superintendent of schools*

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Instruction

BP 6170.1(d)

- 46111 Kindergarten, hours of attendance
- 46114-46119 Minimum school day, kindergarten
- 46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten
- 48000 Age of admission, kindergarten and transitional kindergarten
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48003 [Kindergarten annual report](#)
- 48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Adopted: 5-15-12

Amended: 8-18-15, 11-14-17, [12-11-18](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 6174 – EDUCATION FOR ENGLISH
LEARNERS – First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6174 – Education for English Learners?

BACKGROUND: Board Policy and regulation 6174 updated to reflect NEW STATE REGULATIONS (Register 2018, No. 20) governing the implementation of Proposition 58 requirements pertaining to language acquisition programs, and to delete references to the former state assessment of English proficiency. Policy also adds concepts recommended in NEW CDE PUBLICATION (The California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners). Regulation adds definitions of designated and integrated English language development, rennumbers cites to state regulations related to testing accommodations pursuant to NEW STATE REGULATIONS (Register 2018, No. 4), and reflects NEW LAW (AB 81, 2017) which requires specified information related to "long-term English learners" or "students at risk of becoming a long-term English learner" to be included in the Title I or Title III parental notification of a student's assessment of English proficiency. Board Policy 6174 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 6174 – Education for English Learners.
2. Do not amend Board Policy 6174 – Education for English Learners.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 6174(a)

Education For English Language Learners

The Governing Board intends to provide English ~~language~~ learners with challenging curriculum and instruction that ~~develop~~ maximize the attainment of high levels of proficiency in English ~~as rapidly~~, advance multilingual capabilities, and ~~effectively as possible while facilitating~~ facilitate student achievement in the ~~district's~~ district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

(cf. 0460 — Local Control and Accountability Plan)

(cf. 3100 — Budget)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level, integrated across all subject areas, and aligned with the state content standards. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, emphasize inquiry-based learning and assist critical thinking skills, and provide students ~~in accessing~~ with access to the full educational program.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching ~~Students of Limited English Proficiency~~ Learners)

The ~~Superintendent or designee~~ district shall provide effective professional development to teachers; (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school ~~staff research~~ or community-based ~~professional development that is designed~~ organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

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BP 6174(b)

(cf. 4131/4231/4331 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~The Superintendent or designee shall encourage parent/guardian and community involvement in the Staff development, implementation, and evaluation~~ shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

To support students' English language development ~~programs~~, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Identification and Assessment

The Superintendent or designee shall maintain procedures ~~which provide~~ for the ~~accurate~~early identification of English ~~language~~ learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in ~~the accompanying~~ administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with ~~the allowable~~ testing variations in accordance with 5 CCR ~~853.5 and 853.7854.1-854.3~~. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR ~~853.5, 853.7854.1-854.3~~)

(cf. 6162.51 - State Academic Achievement Tests)

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

(cf. 6162.5 - Student Assessment)

Placement of English Learners

~~Students who are English language learners shall be educated through "structured English-immersion" (also known as "sheltered English immersion"), as defined in law and the~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6174(c)

~~accompanying administrative regulation, for~~
Language Acquisition Programs

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

~~At a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in minimum,~~ the district shall offer a structured English immersion program ~~shall be~~ which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning ~~the language~~ English. (Education Code 305, 306; 5 CCR 11309)

~~“Nearly all” for~~ For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

~~When an English language learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments and/or other criteria adopted by the board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)~~

~~(cf. 6162.5—Student Assessment)~~

~~At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream classroom. (5 CCR 11301)~~

Parental Exception Waivers

~~When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)~~

~~Each waiver request shall be considered on its individual merits with deference given to parent/guardian's preference for student placement.~~

~~A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's~~

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BP 6174(d)

~~overall educational development. (5 CCR 11309)~~

~~If the Superintendent or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal the Superintendent's decision in writing to the Board. The Board may consider the matter at its next regular Board meeting. The Board may decide not to hear the appeal, in which case the Superintendent's decision shall be final. If the Board hears the appeal, the Superintendent shall send the Board's decision to the parent/guardian within seven working days.~~

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

(cf. 6142.2 - World/Foreign Language Instruction)

2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

(cf. 6151 - Class Size)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process.

He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

(cf. 5145.6 - Parental Notifications)

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BP 6174(e)

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

Reclassification

When an English learner is determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
- ~~5-6.~~ Progress toward any other goals for English learners identified in the district's LCAP
- ~~6-7.~~ A comparison of current data with data from at least the previous year in regard to items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee ~~also~~ shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Legal Reference:

EDUCATION CODE

300-340 English language education ~~for immigrant children~~, especially:
305-310 Language acquisition programs

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BP 6174(f)

313-313.5 *Assessment of English proficiency*
430-446 *English Learner and Immigrant Pupil Federal Conformity Act*
33050 *State Board of Education waiver authority*
42238.02-42238.03 *Local control funding formula*
~~44253.5-44253.10 Certification for bilingual-cross-cultural competence~~
44253.1-44253.11 *Qualifications for teaching English learners*
48980 *Parental notifications*
48985 *Notices to parents in language other than English*
52052 ~~Academic Performance Index~~ *Accountability*; numerically significant student subgroups
52060-52077 *Local control and accountability plan*
~~52130-52135 Impacted languages act of 1984~~
52160-52178 *Bilingual Bicultural Act-*
~~60200.7 Suspension of state instructional materials adopts~~
~~60605.87 Supplemental instructional materials, English language development~~
56305 *CDE manual on English learners with disabilities*
60603 *Definition, recently arrived English learner*
60640 *California Assessment of Student Performance and Progress*
60810-60812 *Assessment of language development*
~~62005~~62002.5 *Continuation of advisory committee after program sunsets*
CODE OF REGULATIONS, TITLE 5
~~853.5-853.7 Test administration~~; 854.1-854.3 *CAASPP and universal tools, designated supports, and accommodations*
854.9 *CASSPP and unlisted resources for students with disabilities*
11300-11316 *English Language Learner Education* learner education
11510-11517.5 *California English Language Development Test*
11517.6-11519.5 *English Language Proficiency Assessments for California*
UNITED STATES CODE, TITLE 20
1412 *Individuals with Disabilities Education Act*; state eligibility
1701-1705 *Equal Educational Opportunities Act*
6311 *Title I state plan*
6312 ~~Local~~ *Title I local education agency plans*
6801-~~6871~~7014 *Title III, Language language instruction for limited-English proficient learners and immigrant students*
~~7012 Parental notification~~
7801 *Definitions*
CODE OF FEDERAL REGULATIONS, TITLE 34
100.3 *Discrimination prohibited*
200.16 *Assessment of English learners*
COURT DECISIONS
Valeria ~~GO.~~ v. ~~Wilson, (9th Circuit)~~ Davis, (2002 ~~U.S. App. Lexis 20956~~) 307 F.3d 1036
California Teachers Association ~~et al.~~ v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141
McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196
Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698
ATTORNEY GENERAL OPINIONS
83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resources:

CSBA PUBLICATIONS

English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018
English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58, Governance Brief, March 2017
English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev. September 2016

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Series 6000

Instruction

BP 6174(g)

English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016

English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Academic Criterion~~ *California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018*

Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18, rev. August 2017

Reclassification Guidance for 2017-18, CDE Correspondence, ~~August 11, 2014~~ April 28, 2017

~~California English Language Department Test (CELDT): 2012-13 CELDT Information Guide, 2012 English Language Development~~

Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015

Next Generation Science Standards for California Public Schools: Kindergarten through Grade Twelve, rev. March 2015

English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, ~~2012~~ 2014

~~Matrix of Test Variations, Accommodations, and Modifications~~

Common Core State Standards for ~~Administration of~~ Mathematics, rev. 2013

English Language Development Standards for California ~~Statewide Assessments~~ Public Schools: Kindergarten Through Grade Twelve, 2012

THE EDUCATION TRUST- WEST PUBLICATIONS

Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018

Unlocking Learning: Science as a Lever for English Learner Equity, January 2017

U.S. DEPARTMENT OF EDUCATION ~~NONREGULATORY GUIDANCE~~ PUBLICATIONS

~~Assessment and~~ *Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017*

Innovative Solutions for Including Recently Arrived ~~and Former~~ English Learners in State Accountability Systems: A Guide for States, January 2017

English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016

English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016

Dear Colleague Letter: English Learner Students and Limited English Proficient ~~(LEP) Students, May-2007~~ Parents, January 7, 2015

WEB SITES

~~CDE:~~ <http://www.cde.ca.gov>

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

California Association for Bilingual Education: <http://www.gocabe.org>

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

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

The Education Trust-West: <http://west.edtrust.org>

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

Adopted: 9-17-02

Amended: 8-24-04, 4-9-13, 12-11-18

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ADMINISTRATIVE REGULATION

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AR 6174(a)

Education For English Language Learners

Definitions

~~English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)~~

~~English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)~~

~~English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)~~

~~Structured English immersion (also known as “sheltered English immersion”) means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)~~

~~Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)~~

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English

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language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Native speaker of English means a student who has learned and used English in his/her home from early childhood and English has been his/her primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

Any student who is identified as having a primary language other than English, as determined by the home language survey, and who has not ~~been~~ previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the ~~state's designated English language proficient test~~ Language Proficiency Assessments for California (ELPAC). (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The ~~state assessment~~ ELPAC shall be administered in accordance with test publisher instructions and 5 CCR ~~11511-11516.17.11518.5-11518.20~~. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR ~~11516-11516.7-11518.30-11518.35~~.

Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan ~~that are appropriate and necessary to address~~. If the ~~student's individual needs~~ ~~— If he/she~~ student is unable to participate in the assessment or a portion of the assessment even with such accommodations, ~~he/she shall be administered as an~~ alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR ~~11516-11516.7~~ 11518.25-11518.35; 20 USC 1412)

(cf. ~~6152.51—Standardized Testing and Reporting Program~~)

(cf. 6159 - Individualized Education Program)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6164.6 - Identification and Education ~~under~~ Under Section 504)

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Parental Notifications

The Superintendent or designee shall ~~provide the following written notifications to parents/guardians of English learners:~~

~~1. Assessment Notification: The district shall~~ notify parents/guardians of their child's results on the ~~state's English language proficiency assessment~~ ELPAC within 30 calendar days following receipt of the results from the test ~~coordinator~~ contractor. (Education Code 52164.1; 5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

~~2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 13309)~~

~~3. Title III Notifications: Each~~ The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of his/her ~~child's~~ child's English proficiency.— Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the ~~student's~~ student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 70126312)

1. The reason for the ~~student's classification~~ identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
- a.3. The A description of the ~~program for English language development instruction~~ language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student
 - c. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards for grade promotion and

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graduation

- d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school ~~is possible~~if applicable
 - e. Where the student has been identified for special education, the manner in which the program meets the requirements of the ~~student's~~student's IEP
- 4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards
 - 2-5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
 - 3-6. Information regarding a parent/~~guardian's~~guardian's option to decline to ~~allow~~enroll the student ~~to be enrolled~~ in the program or to choose ~~to allow the student to be enrolled in an alternative program~~another program or method of instruction, if available
 - 4-7. Information designed to assist a parent/guardian in selecting among available programs, if more than one ~~program or method~~ is offered

~~4. Annual Measurable Objectives Notification: If the district fails to make progress on the annual measurable achievement objectives for English Learners established pursuant to 20 USC 6842, the Superintendent or designee shall, within 30 days after such failure occurs, send a notification regarding such failure to the parents/guardians of each student identified for participation in a language instruction educational program supported by Title III funds. (20 USC 7012)~~

Parental Exception Waivers

~~A parent/guardian may, by personally visiting the school, request that the district waive the requirements pertaining to the placement of his/her child in a structured English immersion program if the one of the following circumstances exists: (Education Code 310-311)~~

- ~~1. The student already possesses good English language skills, as measured by standardized tests of English vocabulary comprehension, reading and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth grade average, whichever is lower.—~~
- ~~2. The student is age 10 years or older, and it is the informed belief of the principal and—~~

~~educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.—~~

~~3.—The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.—~~

~~Upon request for a waiver, the Superintendent or designee shall provide to the parents/guardians with a full written description, and upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices.—For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309)~~

~~The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above.—Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation.—The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student.—If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (5 CCR 11309)~~

~~When evaluating waiver requests pursuant to item #1 above and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used.—These equivalent measures may include District standards and assessment and teacher evaluations of the students.~~

~~Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills.—(Education Code 311)~~

~~Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological or educational needs, an alternate course of educational study would be better suited to the student's overall educational development.—(Education Code 311)~~

~~All parental exception waivers shall be acted upon within 20 instructional days of submission to the principal.—However, parental waiver requests pursuant item #3 above shall not be acted upon during the 30-day placement in an English language classroom.—Such waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language~~

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~~classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later.—(5 CCR 11309)~~

~~Any individual school in which 20 students or more of a given grade level receive a waiver shall offer such an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law.—Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered.—(Education Code 310)~~

~~In cases where a parental exception waiver pursuant item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309)~~

~~Waiver requests shall be renewed annually by the parent/guardian.—(Education Code 310)~~

Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:
 - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program

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- b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals
- c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
- d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

- 1. A description of the programs provided, including structured English immersion
- 2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
- 3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
- 4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
- 5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
- 6. The process to request establishment of a language acquisition program not offered at the school
- ~~4-7.~~ 7. For any dual-language immersion program offered, the specific languages to be taught.

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The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)
~~language learners for the purposes of overcoming language barriers until they: (5 CCR 11302)~~

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English ~~language~~ learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English: ~~and who are in the regular course of study.~~ (Education Code 52164.6)

The ~~following~~ measures ~~shall be~~ used to determine whether an English ~~language~~ learner shall be reclassified as fluent English proficient ~~shall include, but not be limited to:~~ (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ~~state's English language proficiency assessment.~~ ELPAC
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.

4. Student performance on ~~a statewide~~ an objective assessment of basic skills in English that shows whether the student is performing at or near grade level:

The Superintendent or designee shall monitor the progress of ~~their reclassification~~ reclassified students to ensure their correct classification and placement. (5 CCR 11304)

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The Superintendent or designee shall monitor students for at least two years following their reclassification to determine whether the student needs any additional academic support ~~to ensure his/her language and academic success.~~

Advisory Committee

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at ~~each~~the school ~~with~~level when there are more than 20 English ~~language~~ learners at the school. Parents/guardians of English ~~language~~ learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the **Governing** Board on at least the following tasks: (5 CCR 11308)

1. The development of a ~~district master plan~~ ~~of~~for education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures

~~7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316~~

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist **the** advisory ~~members~~committee in carrying out ~~their~~its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

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When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 — Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR [11301](#), 15495)

(cf. 0460 — Local Control and Accountability Plan)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

Adopted: 9-17-02

Amended: 11-12, 8-18-15, [12-11-18](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

**SUBJECT: B.5.f. APPROVE AMENDMENT TO BOARD POLICY 6190 – EVALUATION
OF THE INSTRUCTIONAL PROGRAM – First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6190 – Evaluation of the Instructional Program?

BACKGROUND: Board Policy 6190 updated to delete references to the obsolete API and add the California School Dashboard as a source for multiple state and local indicators of strengths and areas in need of improvement in each priority area addressed by the LCAP. Section on "Federal Program Monitoring" deleted as the focus of the policy is on program effectiveness rather than compliance with program requirements. Board Policy 6190 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 6190 – Evaluation of the Instructional Program.
2. Do not amend Board Policy 6190 – Evaluation of the Instructional Program.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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BP 6190(a)

Evaluation Of The Instructional Program

The Governing Board recognizes that it is accountable to ~~the~~ students, parents/guardians, and ~~the~~ community for the effectiveness of the district's educational program in meeting ~~the~~ district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to ~~improve~~ identify strategies for improving student achievement.

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6000 - Concepts and Roles)

(cf. 6141 - Curriculum Development and Evaluation)

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

The Superintendent or designee shall provide the Board and the community with regular reports on student ~~progress toward Board-established standards of expected achievement at each grade-level in each area of study. In addition, he/she.~~ The reports shall ~~evaluate and report~~ include data for each district school and for ~~every~~ each numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability ~~Report~~ Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 — State Academic Achievement Tests)

(cf. ~~6162.52 — High School Exit Examination~~ 6173 - Education for Homeless Children)

(cf. 6173.1 — Education for Foster Youth)

(cf. 6174 — Education for English ~~Language~~-Learners)

In addition, the Superintendent or designee shall conduct an evaluation of any new instructional program implemented in the district and shall regularly assess district progress toward increasing student achievement in all subject areas taught in the district. The findings of such evaluations and assessments shall be reported to the Board.

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education ~~that~~ provided to district students ~~receive~~.

Annual ~~Monitoring~~ Evaluation of Consolidated Application Programs

The ~~Board and the~~ Superintendent or designee ~~and the Board~~ shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria

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BP 6190(b)

~~shall~~may include, but ~~are~~ not necessarily ~~be~~ limited to, the progress of all students ~~participating in the program~~ and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, ~~Title I educational agency plan~~ and/or other applicable district or school plans.

Federal Program Monitoring

~~To ensure that the district's categorical programs comply with applicable legal requirements, the Superintendent or designee shall, on an ongoing basis, conduct a district self-evaluation which may utilize tools developed by the district or the California Department of Education (CDE).~~

~~When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)
(cf. 0420—School Plans/Site Councils)—
(cf. 1312.3—Uniform Complaint Procedures)—
(cf. 1312.4—Williams Uniform Complaint Procedures)
(cf. 4112.24—Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4131—Staff Development)
(cf. 5020—Parents Rights and Responsibilities)
(cf. 5148—Child Care and Development Programs)
(cf. 5148.1—Child Care Services for Parenting Students)
(cf. 5148.2—Before/After School Programs)
(cf. 6020—Parent Involvement)
(cf. 6142.7—Physical Education and Activity)
(cf. 6171—Title I Programs)—
(cf. 6173—Education for Homeless Children)
(cf. 6175—Migrant Education Program)—
(cf. 6178—Career Technical Education)—
(cf. 6178.1—Work Based Learning)—~~

Western Association of Schools and Colleges (WASC) Accreditation

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.—

The Superintendent or designee shall undertake procedures whereby ~~the district's~~ schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of

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BP 6190(c)

district schools and any WASC recommendations for school improvement.

~~The~~ Not later than 60 days after receiving the results of ~~any~~an inspection of a school by WASC; or any other accrediting agency, the Superintendent or designee shall ~~be published not later than 60 days after the results are made available to the school.~~

~~Publication shall be by notifying each parent/guardian~~notify parents/guardians in writing of the inspection results and/or ~~by postings~~shall post the information on the ~~district's~~district's or ~~school's~~school's web site, ~~as determined by the Superintendent or designee.~~ (Education Code 35178.4)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. ~~This notice shall also be posted on the district's web site and the school's web site.~~ (Education Code 35178.4)
~~This notice shall also be posted on the district's web site and the school's web site.~~ (Education Code 35178.4)

Legal Reference:

EDUCATION CODE

33400-33407 Educational evaluations–

35178.4 Notice of ~~loss of~~ accreditation status

44662 Evaluation and assessment guidelines–, *certificated employee performance*

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions–

51226 Model curriculum standards

52052–~~52052.1 Academic Performance Index~~ *Accountability*; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds–

64000-64001 Consolidated application process–

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 ~~Adequate yearly progress~~ *State plans*

Management Resources:

~~CDE PUBLICATIONS–~~

~~FPM~~ *Frequently Asked Questions*

~~Federal Program Monitoring Instruments~~

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

*Focus on Learning: Joint ACS WASC/CDE Process Guide, 2014*2017

WEB SITES

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

~~CDE, School and District Accountability Division~~ *California Department of Education:*

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BP 6190(d)

<http://www.cde.ca.gov/lepd/div>

[Western Association of Schools and Colleges \(WASC\)](#), Accrediting Commission for Schools:

<http://www.acswasc.org>

Adopted: 4-26-78

Amended: 11-19-80, 6-19-84, 6-12-90, 9-17-02, 5-16-06, 9-18-07, 12-8-15, 12-11-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

SUBJECT: V.1. MONTH 3 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 3 of the 2018-19 school year?

BACKGROUND: As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

FISCAL IMPACT: None. Information only.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Month 3: October 10, 2018 - October 26, 2018										Year to Date: August 6, 2018 - October 26, 2018									
	Enrollment Comparison			ADA Comparison			ADA% Comparison				Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance		2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance
BES										BES									
K	96	98	(2)	91.21	94.32	(3.11)	95.01%	96.24%	-1.23%	K	96	98	(2)	93.41	95.57	(2.16)	97.30%	97.52%	-0.22%
1	84	81	3	82.47	78.84	3.63	98.18%	97.33%	0.85%	1	84	81	3	82.22	78.14	4.08	97.88%	96.47%	1.41%
2	85	76	9	83.47	74.32	9.15	98.20%	97.79%	0.41%	2	85	76	9	83.74	73.43	10.31	98.52%	96.62%	1.90%
3	82	99	(17)	79.00	96.74	(17.74)	96.34%	97.72%	-1.38%	3	82	99	(17)	78.89	96.14	(17.25)	96.21%	97.11%	-0.90%
4	97	119	(22)	96.11	116.79	(20.68)	99.08%	98.14%	0.94%	4	97	119	(22)	96.67	115.50	(18.83)	99.66%	97.06%	2.60%
5	125	100	25	122.26	97.47	24.79	97.81%	97.47%	0.34%	5	125	100	25	122.00	97.86	24.14	97.60%	97.86%	-0.26%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	569	573	(4)	554.52	558.48	(3.96)	97.46%	97.47%	-0.01%	Total	569	573	(4)	556.93	556.64	0.29	97.88%	97.14%	0.73%
OHES										OHES									
K	95	101	(6)	91.37	96.74	(5.37)	96.18%	95.78%	0.40%	K	95	101	(6)	90.11	97.35	(7.24)	94.85%	96.39%	-1.53%
1	87	75	12	83.89	73.00	10.89	96.43%	97.33%	-0.91%	1	87	75	12	83.78	74.70	9.08	96.30%	99.60%	-3.30%
2	82	79	3	80.84	77.53	3.31	98.59%	98.14%	0.45%	2	82	79	3	81.22	77.27	3.95	99.05%	97.81%	1.24%
3	79	78	1	77.79	75.62	2.17	98.47%	96.95%	1.52%	3	79	78	1	76.41	75.27	1.14	96.72%	96.50%	0.22%
4	95	97	(2)	93.42	94.42	(1.00)	98.34%	97.34%	1.00%	4	95	97	(2)	92.80	95.12	(2.32)	97.68%	98.06%	-0.38%
5	98	101	(3)	95.32	98.16	(2.84)	97.27%	97.19%	0.08%	5	98	101	(3)	96.00	97.86	(1.86)	97.96%	96.89%	1.07%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	536	531	5	522.63	515.47	7.16	97.51%	97.08%	0.43%	Total	536	531	5	520.32	517.57	2.75	97.07%	97.47%	-0.40%
ROES										ROES									
K	118	95	23	111.37	92.47	18.90	94.38%	97.34%	-2.96%	K	118	95	23	112.42	92.81	19.61	95.27%	97.69%	-2.42%
1	86	79	7	83.74	77.53	6.21	97.37%	98.14%	-0.77%	1	86	79	7	84.02	77.59	6.43	97.70%	98.22%	-0.52%
2	86	99	(13)	83.47	95.26	(11.79)	97.06%	96.22%	0.84%	2	86	99	(13)	84.11	95.75	(11.64)	97.80%	96.72%	1.09%
3	107	102	5	104.79	98.89	5.90	97.93%	96.95%	0.98%	3	107	102	5	103.22	98.59	4.63	96.47%	96.66%	-0.19%
4	97	99	(2)	95.84	96.64	(0.80)	98.80%	97.62%	1.19%	4	97	99	(2)	95.52	97.58	(2.06)	98.47%	98.57%	-0.09%
5	97	100	(3)	95.63	96.79	(1.16)	98.59%	96.79%	1.80%	5	97	100	(3)	95.44	97.41	(1.97)	98.39%	97.41%	0.98%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	591	574	17	574.84	557.58	17.26	97.27%	97.14%	0.13%	Total	591	574	17	574.73	559.73	15.00	97.25%	97.51%	-0.27%
MCMS										MCMS									
6	356	344	12	347.95	338.70	9.25	97.74%	98.46%	-0.72%	6	356	344	12	348.31	338.04	10.27	97.84%	98.27%	-0.43%
7	349	364	(15)	343.95	355.95	(12.00)	98.55%	97.79%	0.76%	7	349	364	(15)	343.75	356.61	(12.86)	98.50%	97.97%	0.53%
8	383	376	7	373.75	366.85	6.90	97.58%	97.57%	0.02%	8	383	376	7	375.58	367.58	8.00	98.06%	97.76%	0.30%
SDC	-	1	(1)	-	1.50	(1.50)	0.00%	150.00%	-150.00%	SDC	-	1	(1)	-	1.82	(1.82)	0.00%	182.00%	-182.00%
Total	1,088	1,085	3	1,065.65	1,063.00	2.65	97.95%	97.97%	-0.03%	Total	1,088	1,085	3	1,067.64	1,064.05	3.59	98.13%	98.07%	0.06%
OPHS										OPHS									
9	402	405	(3)	392.25	396.30	(4.05)	97.57%	97.85%	-0.28%	9	402	405	(3)	394.75	398.30	(3.55)	98.20%	98.35%	-0.15%
10	400	388	12	389.15	375.00	14.15	97.29%	96.65%	0.64%	10	400	388	12	391.07	378.70	12.37	97.77%	97.60%	0.16%
11	366	386	(20)	355.05	366.70	(11.65)	97.01%	95.00%	2.01%	11	366	386	(20)	356.00	372.58	(16.58)	97.27%	96.52%	0.74%
12	382	370	12	365.80	352.85	12.95	95.76%	95.36%	0.39%	12	382	370	12	368.27	354.82	13.45	96.41%	95.90%	0.51%
SDC	-	4	(4)	-	4.95	(4.95)	0.00%	123.75%	-123.75%	SDC	-	4	(4)	-	5.44	(5.44)	0.00%	136.00%	-136.00%
Total	1,550	1,553	(3)	1,502.25	1,495.80	6.45	96.92%	96.32%	0.60%	Total	1,550	1,553	(3)	1,510.09	1,509.84	0.25	97.43%	97.22%	0.20%
OVHS										OVHS									
10-12	36	30	6	33.42	28.48	4.94	92.83%	94.93%	-2.10%	10-12	39	30	9	33.17	28.92	4.25	85.05%	96.40%	-11.35%
OPIS										OPIS									
K-12	208	199	9	201.55	194.65	6.90	96.90%	97.81%	-0.92%	K-12	208	199	9	203.11	189.14	13.97	97.65%	95.05%	2.60%
Other***	3	5	(2)	2.10	3.45	(1.35)				Other***	3	5	(2)	2.10	3.45	(1.35)			
Total	4,581	4,550	31	4,456.96	4,416.91	40.05	97.29%	97.07%	0.22%	Total	4,584	4,550	34	4,468.09	4,429.34	38.75	97.47%	97.35%	0.12%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2018
SUBJECT: V.2. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of November 30th of the 2018-19 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. ***Please note that this month's report is included in the First Interim Report (Form CASH).***

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2018

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

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through November 15, 2018?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

Prepared by: Keith Henderson, Bond Construction Manager
Leon Cavallo, Project Manager, Balfour Beatty Construction
Enoch Kwok, Director, Educational Technology and Information Systems
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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

Budget vs. Commitments and Expenditures
thru Nov. 15, 2018

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management				-		-			
Measure S General Planning Services	250,734	-	250,734	157,983	92,751	152,983	5,000	In Planning	IN PROGRESS
Measure S- PM/CM Software, Equipment & Supplies	115,000	-	115,000	112,177	2,823	112,177	-	In Planning	IN PROGRESS
Measure S PM/CM Salaries	660,527	-	660,527	692,815	(32,288)	648,504	44,311	In Planning	IN PROGRESS
	1,026,261	-	1,026,261	962,975	63,286	913,663	49,311		
Brookside Elementary School				-		-			
17-32S Security Fencing	87,750	(41,450)	46,300	58,490	(12,190)	58,490	-	In Planning	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	35,220	784,077	112,872	671,205	78,459	34,414	In Design	IN PROGRESS
18-08S Emergency Water Line Repairs	15,000	-	15,000	8,597	6,403	-	8,597	Complete	NOC APPROVED 01/05/18
18-11S HVAC System Upgrade, BLDG 200 & 300	6,800	-	6,800	6,800	-	-	6,800	In Planning	IN PROGRESS
18-18S Classroom Replacement(4) Phase 1	3,654,000	-	3,654,000	290,766	3,363,234	204,618	86,148	In Design	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
	4,540,407	(6,230)	4,534,177	504,731	4,029,445	368,772	135,959		
District Wide				-		-			
17-49S Security Badge System Upgrade	5,058	-	5,058	-	5,058	-	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	92,900	7,092,900	7,094,891	(1,991)	7,092,920	1,971	Closeout	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscp Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-12S Network File Server Refresh	125,000	-	125,000	118,996	6,004	118,996	-	Out to Bid	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	53,817	1,183	-	53,817	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot	365,000	-	365,000	140,780	224,220	81,924	58,856	Out to Bid	IN PROGRESS
17-58S Master Planning & Services	90,821	-	90,821	90,821	-	90,821	-	Complete	PLAN COMPLETED
18-28S Chromebook Refresh	250,000	-	250,000	209,943	40,057	209,943	-	In Construction	IN PROGRESS
18-43S Virtual Reality Pilot Program	6,000	-	6,000	-	6,000	-	-	Out for Bid	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	325,000	-	325,000	-	-	Out for Bid	IN PROGRESS
18-33S Solar Installation Maintenance Contract	234,511	-	234,511	-	234,511	-	-	In Construction	IN PROGRESS
	8,819,953	99,375	8,919,328	8,102,846	816,483	7,988,201	114,644		
Medea Creek & OPHS				-		-			
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
	36,100	-	36,100	31,124	4,976	31,124	-		
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	334,160	4,085	334,174	(14)	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	1,429,557	76,837	1,057,593	371,964	Close-Out	WAISMAN CONSTRUCTION GC
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Close-Out	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,373,250	-	4,373,250	341,587	4,031,663	243,298	98,289	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 08/12/18
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-39S Counseling Office Improvements & Additions	28,350	-	28,350	-	28,350	-	-	In Construction	OMEGA APPROVED APPROVED 10/16/18
18-40S Safety/Security Gates	94,196	-	94,196	-	94,196	-	-	In Construction	FENCE FACTORY AWARDED APPROVED 10/16/18
18-42S Computer on Wheels Laptops for Art Classes	30,000	-	30,000	-	30,000	-	-	In Progress	IN PROGRESS
18-45S ORCA Food Waste Recycling Pilot Program	68,000	-	68,000	-	68,000	-	-	In Construction	ORCA & MM MECHANICAL AWARDED 11/13/18
18-48S EV Charging Station	17,753	-	17,753	-	17,753	-	-	In Construction	TAFT & ABM ELECTRIC AWARD 09/17/18
	6,759,513	43,693	6,803,206	2,447,749	4,355,457	1,977,510	470,239		
Multiple Sites				-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	46,257	1,863	Complete	NOC APPROVED 02/01/18
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	14,206	463	In Close-Out	CLOSEOUT



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

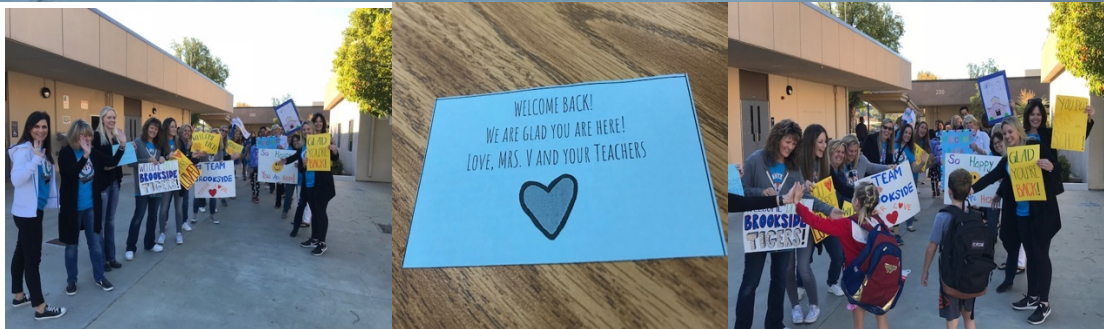
Budget vs. Commitments and Expenditures
thru Nov. 15, 2018

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-26S Collaborative Furniture	200,000	-	200,000	184,969	15,031	131,342	53,627	Out to Bid	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,757	4,743	26,371	386	Out to Bid	IN PROGRESS
18-38S Extended Care Facility Furniture & Equipmen	100,000	-	100,000	-	100,000	-	-	In Progress	IN PROGRESS
	381,169	1,532	382,701	274,515	108,187	218,176	56,339		
Oak Hills Elementary School				-		-			
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,859	5,978	133,860	(1)	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
18-19S Modernize Admin & Core Support Facilities	2,873,122	-	2,873,122	326,442	2,546,680	20,215	306,227	In Design	IN PROGRESS
	3,081,311	(4,507)	3,076,803	524,146	2,552,658	217,920	306,226		
Oak Park High School				-		-			
17-34S Security Lighting at Cul De Sac	375,000	(93,728)	281,272	283,134	(1,862)	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing	249,060	(50,226)	198,834	198,836	(2)	175,028	23,808	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	53,552	2,819	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,885	-	40,713	2,173	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing	52,800	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 08/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	-	20,650	20,650	-	20,650	-	Complete	NOC APPROVED 08/12/18
18-46S OPHS Stairs & Sidewalk to Athletic Faciliti	117,838	-	117,838	-	117,838	-	-	In Construction	HUGHES ENGINEERING AWARDED 11/13/18
	1,165,822	(218,347)	947,475	815,819	131,656	787,020	28,799		
Red Oak Elementary School				-		-			
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-09S Emergency Fire Line Repairs	15,000	-	15,000	15,191	(191)	15,191	-	Complete	NOC APPROVED 01/05/18
18-20S Modular Classroom Replacement	4,831,782	-	4,831,782	313,488	4,518,294	31,237	282,251	In Design	IN PROGRESS
	4,862,182	(1,540)	4,860,642	342,539	4,518,103	60,288	282,251		
Totals	30,672,718	(86,024)	30,586,694	14,006,443	16,580,251	12,562,674	1,443,768		

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIN VRANESH, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: DECEMBER 11, 2018
SUBJECT: VIII.1. MONTHLY BOARD REPORT

INFORMATION

The month of November presented many challenges to our school district, but through generosity, kindness, compassion, gratitude and teamwork we have begun to rebuild and repair. Through all of these hurdles, we have been reminded of the power of a team and how grateful we are to be part of this incredible community. On Monday, November 26th we gave students a heartfelt welcome back to our campus. Students were greeted by Team Brookside with a high-five train and signs with positive messages to start their day. We are so happy to have everyone back together again! We will continue to support and encourage one another by being bucketfillers! #OakParkStrong #TeamBrookside





Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL
DATE: DECEMBER 11, 2018
SUBJECT: VIII.2. MONTHLY BOARD REPORT

INFORMATION

Diwali Performance

Our students and teachers were treated to an amazing Diwali performance on November 7th. A group of students from all backgrounds learned about and performed traditional Indian dances, and taught their schoolmates about India and this traditional celebration. After the students were dismissed, the staff was treated to a delicious lunch of traditional Indian food. A huge thank you to all our amazing parent volunteers for putting this event together.

Thanksgiving Celebrations

Thanksgiving is one of the great family celebrations of the year. Our students were excited to welcome their parents and others to join their Oak Hills family for various celebrations and performances, but of course these had to be postponed. After returning to school, our students and families enjoyed a belated Thanksgiving, including several traditional and entertaining Thanksgiving performances. It was very uplifting to see our resilient students talk and sing about what they are thankful for this year.

Oak Hills Second Annual Pot Luck and Give Back Dinner

The Oak Hills school community planned to gather together on the evening of November 8th to complete a number of community service activities and enjoy a multicultural pot-luck dinner. This event was also postponed and will now take place December 13th.

Father – Daughter Dance

Each year at Oak Hills we alternate between a Mother – Son event and a Father – Daughter event. This year's Father – Daughter event was also postponed until this spring. These much-anticipated events are put together by our amazing PTA volunteers, and include many parents, grandparents, and other family friends.

Band and Chorus Performance

Our Oak Hills Beginning Band, Advanced Band, and Chorus will have a combined performance on December 19th. Our thanks to Red Oak Elementary for the use of their MPR for this event.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: STACY LAFRENZ, PRINCIPAL, RED OAK ELEMENTARY SCHOOL

DATE: DECEMBER 11, 2018

SUBJECT: VIII.3. MONTHLY BOARD REPORT

INFORMATION

Jog-A-Thon

This year's PFA fundraiser, the "Bounce-A-Thon," was a success, raising about \$35,000. Their fundraising efforts were halted with the fires, but they are working on holding a spring fundraiser. The event is a favorite with our students and their families.

Teacher's College from Columbia University Visits ROES

We look forward to our visit from Anna Sheehan this month as she works with our 3rd-5th grade teachers, extending their knowledge in both Readers Workshop and Writers Workshop. Thank you for providing this meaningful professional development opportunity.

Thankful Times at ROES

We are very thankful to the first responders for helping to save our school. The fire came right up to our parking lot, but the fire line held and brush clearance was effective. We are very thankful also to the district for its wonderful communication throughout the whole ordeal.

Boutique at Red Oak

Our PFA's Annual Holiday Boutique has been rescheduled for December 11, between 8:00 a.m. and 5:00 p.m. in our MPR. It was originally scheduled for the week school was cancelled due to the fires. A portion of the proceeds will be donated to Oak Park fire victims. There will be many vendors this year, as they excitedly signed up for this opportunity to contribute to the fund. We are encouraging people to come out and shop to support our community.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: DECEMBER 11, 2018
SUBJECT: VIII.4. MONTHLY SCHOOL REPORT

INFORMATION

Intermediate and Advanced Band Winter Concert at OPHS December 3rd at 6:30 p.m.: Ms. Elayne Roesner conducts continuing band students in a joyous performance.

“Someone Like Me” December 6th at 6:30 in the MCMS Gym: Kaiser Permanente’s Educational Theater presents a live dramatization of issues facing adolescents in their daily lives. It deals sensitively and honestly with bullying, dangerous behavior, self-harm, and suicide, as examples. This presentation is for 8th graders and their parents.

Choir Students Perform at OPHS December 7th at 6:00 p.m. : The Winter Concerts continue! Ms. Elana Levine conducts.

School Tours Continue December 11th at 9:00 a.m.: Families should meet in the main office for an informative and welcoming tour.

Beginning Band/Jazz Band Winter Concert at MCMS December 12th at 6:00p.m.: Ms. Elana Levine conducts our newest and most experienced musicians performing in the gym.

Winter Dance December 14th from 6:00-8:00 in the gym: The second ASB dance of the year will celebrate the season.

Faculty Luncheon December 19th in the Faculty Lounge

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: DECEMBER 11, 2018
SUBJECT: VIII.5. MONTHLY BOARD REPORT

INFORMATION

Fall Athletics - Our Fall sports have wrapped up and we are moving into our winter sports season. The Girls Volleyball team won a league championship. Congrats to Danielle Gould winning the league MVP. Congratulations to Grace Watkins and Taylor Hunter earning 1st team honors and Robin Valtchev and Emilee Teichner earning 2nd team honors. A job well done by Head Coach Kendall Billbruck. In girls' tennis, congratulations to Sylvie Van Cott for making it to CIF playoffs for individual singles. In Cross Country, Wisconsin-bound Sarah Shulze won the CIF-SS Div. 3 championship with a blistering time of 17:15.9 and finished 2nd in state division 3. She will compete at nationals in Oregon on December 1. Winter sports are all off and running with boys' and girls' basketball in non-league games under coaches Aaron Shaw and Doris Park. Boys' and girls' soccer are also in their early seasons under the capable guidance of first year coaches Dave Naylor and Kathryn Klamecki.

International Thespians Society Club - OPHS Thespians will be competing in the Chapman University Shakespeare Festival and begin preparations this coming month. The students will be presenting in the male and female monologue, the ensemble performance, and the set and costume design competitions. The ITS club also organized and sponsored the Therapy Dogs for the first week back to school after the Woolsey Fire.

OPHS Band and Choir Holiday Concert - The OPHS Choir, Concert Band, Jazz Band will be holding their Winter Concerts during the week of December 5th – 8th.

College Applications - Senior students and their counselors have been very busy preparing to meet the college application deadlines. A special emergency senior college application meeting was organized by Ms. Jean Hawkins and reps from the UC/CSU and private schools attended to discuss extended application deadlines, financial aid supports, and fee waivers for students in communities impacted by the fires. College visits are in full swing and are well attended. Sophomore college counseling has been rescheduled to January 17th.



Awareness Week - PERSPECTIVE

Advanced Peer Counselors under the guidance of Janet Svoboda and Julie Ross are preparing this year's activities for the week of December 3 - 8. Activities include an assembly, an art and writing contest, and a slam poetry evening all related to the theme of PERSPECTIVE

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KENT CROMWELL, PRINCIPAL OAK VIEW HIGH SCHOOL/OAK PARK INDEPENDENT SCHOOL
DATE: DECEMBER 11, 2018
SUBJECT: VIII.6. MONTHLY BOARD REPORT

INFORMATION



OAK PARK INDEPENDENT SCHOOL



CCIS Conference

The California Consortium for Independent Studies held its annual fall conference in Irvine on November 14th-16th. Danny O'Brian, Ty DeLong, Jon Duim, and myself all attended. Danny O'Brian, our own OPIS superstar, was also a presenter at the conference. This was a great experience for all. We came back with many fresh ideas as well as a sense of pride for our program which everybody has worked so hard to build. There will be another conference in the spring in Northern California. Danny O'Brian will be presenting at that as well.

Holiday Sweater Party

The OPIS student body team and their spirited teacher leaders will be holding their annual Holiday Sweater Party on December 10th. All grade levels are invited. There will be plenty of food, holiday cheer, and of course sweaters! If you would like to stop by and be a part of the festivities, we would love to have you. Don't forget to wear your favorite holiday sweater!

DojoBoom Field Trip

OPIS students will be testing their athletic abilities at DojoBoom on Friday November 30th. All OPIS students are invited and we hope for a great turn out. The feedback that we have been getting is that many students are very excited to attend and that they look forward to spending time with their friends and teachers. This is a great way to promote healthy physical activity for our students.



OAK VIEW HIGH SCHOOL



Field Trips

The entire Oak View student body and staff visited two local farms on November 8th. The first farm that we visited was the McGrath family organic farm in Camarillo. This farm is one of the first farms established in our areas. It is a year-round farming operation that sells fresh organic produce to a variety of local farmers markets. The students learned about organic farming and what it takes to be a farmer and manage a farm. The second farm that we visited was the Beylik family farm in Filmore. This farm is a hydroponic tomato farm that has been in business since the 1970's. The students learned all about hydroponic farming and how it can improve vegetable quality and allow for year-round crops. Overall, this was a great day. The students and staff had a blast and a few students may have decided to change their career paths to farming!

Counseling

As our students returned from the holiday break after the fires, Mr. Rogers put together a circle discussion group for students who were interested in talking about their experiences and concerns. Approximately 60% of our students chose to join the discussion. Mr. Rogers felt that the group went very well and that the students benefitted from it. Mr. Rogers will also be leading a Teen Issues Boys Group next semester which will address some of the top issues that are experienced by teenage boys. He has also organized a Girls Empowerment Group for next semester that is geared to assist girls as they navigate through their teenage years.

Turkey Walk Reschedule

For the past few years, the Oak View staff and student body has made a tradition of an event that we call the Turkey Walk. This event has always been held on the Thursday prior to the Thanksgiving Holiday. The event consists of walking up to Oak Canyon Park, gathering into a circle, and sharing things that we are thankful for. We then walk back down to school and eat a Turkey lunch together. Due to the fires, of course, we were unable to hold this event this year. Many students and staff are sad that we were not able to hold the event. I, personally, am sad that we were not able to do this - being that was going to be my first. Because this is such a great opportunity to be thankful, we are planning to reschedule it in the next few weeks. It will be even more meaningful now, after what we have all been through.

Respectfully Submitted,

Anthony W. Knight Ed.D.
Superintendent