

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #970

DATE: January 23, 2019

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

TIME: **5:30 p.m. Closed Session – G9**
6:00 p.m. Open Session – G9

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

BOARD OF EDUCATION

Denise Helfstein, President

Barbara Laifman, Vice President

Allen Rosen, Clerk

Drew Hazelton, Member

Derek Ross, Member

Gavin Cornick, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Ragini Aggarwal, Executive Assistant

Martin Klauss, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Dr. Jay Greenlinger, Director Curriculum and Instruction

Enoch Kwok, Director, Educational Technology & Information Systems

Susan Roberts, Director, Pupil Services

Stewart McGugan, Director, Student Support and School Safety

Brendan Callahan, Director Sustainability, Maintenance and Operations

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

1/18/2019

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

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

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

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

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

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

NEXT REGULAR MEETING

Tuesday, February 19, 2019

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

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #970
January 23, 2019**

CALL TO ORDER – Followed by Public Comments/5:30 p.m.

CLOSED SESSION: 5:30 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

C. CONFERENCE WITH LABOR NEGOTIATOR – Government Code Section 54957.6

Agency designated representative: Denise Helfstein, Board President

Unrepresented employee: Dr. Anthony Knight, Superintendent

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Honor and Thank the Local First Responders of Woolsey Fire and Borderline Shooting

ACTION

B2. BUSINESS SERVICES

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

According to Education Code 48301, the Board shall establish the number of students who will be accepted for admittance into the district through this program.

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

According to Education Code 48301, the Board must approve the lottery process used for the District of Choice program each year.

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

District administrative staff will use a number generator program Random.org to create a random number list of District of Choice applicants

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

2. Remarks from Board Members
3. Remarks from Student Board Member
4. Remarks from Superintendent
5. Report from School Site Councils
6. Report from Oak Park Education Foundation
7. Report from Oak Park Municipal Advisory Council

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 Organizational Board Meeting December 11, 2018, and Special Board Meeting January 18, 2019](#)

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. [Public Employee/Employment Changes 01CL24041-01CL24083 & 01CE09341-01CE09369](#)

Board approval required for public employee employment and changes

c. [Approve Purchase Orders – December 1 - December 31, 2018](#)

Board Policy 3300 requires Board approval of Purchase Orders

d. [Approve Quarterly Report on Williams Uniform Complaints – January 2019](#)

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

e. [Approve Out of State Travel for Certificated Employees to Attend the Teacher's College Reading Toolkits Institute at Columbia University, NY – February 18-20, 2019](#)

Board Policy 3350 requires Board approval for employees out of state travel

f. [Approve Student Teaching Agreement with NYU University, September 13, 2018 – June 30, 2019](#)

Board policy 3312 requires Board approval for contracts for services

g. Approve Notice of Completion, Project 17-35S, Kitchen Improvements at Medea Creek Middle School

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

h. Accept 2018-2019 First Period Attendance Report

Education Code 41601 requires Board approval of District's ADA for all full school months during the period between July 1 and December 31.

i. Approve Overnight Trip for Oak Park High School Thespian Club – February 15-16, 2019 Chapman College, Orange, CA

Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS SERVICES

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

Board policy 3312 requires Board approval for contracts for services

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

Board approval required for projects funded by Measure S Bond Fund

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

Board policy 3312 requires Board approval for contracts for services

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

Staff will provide information on proposed campus fencing

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

Education Code 41422 requires Board approval to submit Form J13A required to request allowance of attendance due to school closures in emergency conditions

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

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

j. Approve SB 1029 Bond Debt Transparency Report

Policy 3470 mandates Board approval of the Districts Bond Debt Transparency Report

k. Approve Acceptance of Donations

Board Policy 3290 requires Board approval for donations to the District

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

Board approval required for additional stipends not approved at Budget adoption

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

AB 1565 requires all manufactures and M/E/P subcontractors be prequalified per Public Contract Code 20111.6

3. CURRICULUM AND INSTRUCTION

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

This training will be provided by the Director of Student Support and School Safety along with the Counselors at each level

b. Approve Environment Restoration Project at the District Owned Parcel on King James Court in Oak Park Unified School District

This project would involve students at all our schools and provide an opportunity for community members to lend a hand

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

Board approval is required before the mid-cycle report can be presented to the WASC accreditation visiting team.

4. HUMAN RESOURCES

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

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

AB 1200 mandates public disclosure of all compensation adjustments to management, confidential, and unrepresented employees

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreement

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

5. BOARD

a. Approve Amendment to Employment Contract with Superintendent

Board approval required for amendments to the Superintendent's Contract

6. BOARD POLICIES

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

Board Policy updated to reflect NEW LAW (AB 1747) which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

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

Board Policy updated to reflect the board's authority to provide the use of school facilities free of charge to recreational youth sports leagues that charge participants no more than an average

of \$60 per month. Policy also adds new section on the use of school facilities as a polling place, formerly in BP 1400 - Relations Between Other Governmental Agencies and the Schools. Regulation updated to more directly reflect law addressing the board's authority to approve serving alcohol during a special event at district-owned facilities at a time when students are not present.

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

Board Policy and regulation updated to reflect NEW LAW (AB 746) which provides that, if a community water system finds lead above specified levels in a school's potable water system, the district must notify parents/guardians, shut down fountains and faucets, and provide a source of drinking water to students. Policy also deletes details regarding district strategies that are duplicated in the AR. Regulation also updates material related to particulate filters in school buses and carbon monoxide detectors to reflect current law.

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

Administrative Regulation updated to clarify the applicability of integrated pest management requirements to child care facilities, delete an outdated date by which the annual training requirement became effective, and add requirement for pesticide-specific training. Regulation also reflects NEW STATE REGULATION (Register 2017, No. 45) which prohibits growers from making certain agricultural pesticide applications within one-quarter mile of a school site between 6:00 a.m. and 6:00 p.m. on weekdays and requires such growers to annually notify the principal regarding pesticides it expects to use during the year.

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

Board Bylaw updated to reflect requirement effective January 1, 2019 that districts post a direct link on the homepage of their web site to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee comprised exclusively of board members.

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

Board Bylaw updated to reflect NEW LAW (SB 1036) which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

VII INFORMATION ITEMS

- 1. Month 4 and 5 Enrollment and Attendance Report**
- 2. Monthly Cash Flow Report**
- 3. Monthly Measure S Status Report**

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- 1. Brookside Elementary School Report**

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.2.a. APPROVE RESOLUTION #19-01 PUPIL ATTENDANCE ALTERNATIVE
AB 99 – DISTRICT OF CHOICE (DOC) SPACE AVAILABILITY FOR 2019-20
ACTION**

ISSUE: Shall the Board of Education adopt a Resolution to accept new District of Choice students for the 2019-20 School Year not to exceed the grade level capacities established by board action on December 11, 2018?

BACKGROUND: At the December 11, 2018 board meeting the governing board took action to establish an overall district enrollment capacity of 4739 based on the individual grade level capacities. A District of Choice is required to accept all new students up to its maximum capacity after accounting for its new resident enrollment. Education Code Section 48301 (a) (1) states “The governing board of a school district may elect to operate the school district as a school district of choice and may accept transfers from school districts of residence pursuant to this article. If the governing board of a school district elects to accept transfers as authorized under this article, it shall, by resolution, determine and adopt the number of transfers it is willing to accept under this article and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based upon his or her academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Section 200, and, except for purposes of determining priority for pupils eligible for free or reduced-price meals pursuant to Section 48306, family income.”

The resolution before the board tonight authorizes the acceptance of all new DOC students not to exceed the grade level capacities established at the December 11, 2018 board meeting. Since our new resident enrollment will be taking place in the last week of January, 2019 these numbers will be considered prior to a final acceptance of new DOC students. For those grade levels where the applications exceed the number of projected vacancies, a lottery will be held to assign random numbers to determine the order in which a student will be admitted into the district.

FISCAL IMPACT: The 2019-2020 budget for next school year will be based on the enrollment capacity approved by the board at the December 11, 2018 meeting.

ALTERNATIVES: 1. Approve the Space Availability Resolution.
2. Do not approve the Space Availability Resolution.

RECOMMENDATION: Alternative #1.

Board of Education Meeting, January 23, 2019

B.2.a. Resolution #19-01 Pupil Attendance Alternative Ab 99 – District of Choice (DOC)

Space Availability For 2019-20

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Respectfully submitted,

Anthony W. Knight, Ed.D.

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

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

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

RESOLUTION #19-01 – Pupil Attendance Alternatives
AB 99 – DISTRICT OF CHOICE (DOC) SPACE AVAILABILITY

WHEREAS, school districts participating in the District of Choice Program pursuant to Assembly Bill (AB) 99 (Chapter 15, Statutes of 2017) and California Education Code Sections 48300-48317 (“AB 99 District of Choice Program”) are required to report the number of available spaces for AB 99 District of Choice applicants; and

WHEREAS, California Education Code Section 48301 specifies that a school district participating in the District of Choice Program may, by resolution, determine and adopt the number of transfers it is willing to accept and ensure that pupils admitted under the District of Choice Program are selected through a random, unbiased process that prohibits evaluation of whether or not the pupil should be enrolled based upon his or her academic or athletic performance; and

WHEREAS, the Board of Trustees has determined that the Oak Park Unified School District can accept all eligible student transfers under the District of Choice Program for the school year 2019/2020 not to exceed the grade level capacities established by board action taken on December 11, 2018.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Oak Park Unified School District does, in accordance with the District of Choice Program, hereby conclude to accept all eligible students not to exceed the grade level capacities established by board action taken on December 11, 2018. If the number of District of Choice applications exceeds the number of transfers the Board of Trustees has approved to accept, then applications for transfer shall be determined by a random drawing held in a public meeting of the board.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 23rd day of January, 2019 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President, Governing Board of the
Oak Park Unified School District

I, Allen Rosen, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on January 23, 2019.

Clerk, Governing Board of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.2.b. APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE
ADMISSION INTO OAK PARK UNIFIED FOR 2019-20**

ACTION

ISSUE: Shall the Board of Education approve the random lottery process by which District of Choice applicants will be accepted for enrollment into the Oak Park Unified School District for school year 2019-20?

BACKGROUND: The Education Omnibus Trailer Bill (AB99/SB83), authorized in the governor's budget signed in June, 2017, extended the District of Choice program through June 30, 2023 (with a repeal date of January 1, 2024). The bill added some new reporting requirements to Education Code 48300 *et seq.* In addition, it retained the provision for a random selection process when the number of applications exceed the vacancies at a grade level. For the past five years the district has used an online lottery process to assign random numbers to each family to determine the order in which a student is accepted into the district. The application period for school year 2019-20 ended on December 31, 2018 and the total number of applications exceeded the number of vacancies at a few grade levels. As a result, the lottery will need to be held to determine the order of acceptance for these grade levels. The attached documentation outlines the DOC lottery procedures for admitting new students into Oak Park Unified for school year 2019-20.

FISCAL IMPACT: There is no direct fiscal impact on the current year's budget. However, the acceptance of additional students through the DOC program will increase revenue for the 2019-2020 school year.

ALTERNATIVES:

1. Approve the District of Choice Lottery Process
2. Do not approve the District of Choice Lottery Process.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting January 23, 2019

B.2.b. - Approve the Lottery Process for District of Choice Admission into Oak Park Unified for 2019-20

Page 2.

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

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



OAK PARK UNIFIED SCHOOL DISTRICT

District of Choice Lottery Procedures

Attendance at the lottery is not required as the *family lottery number* will be posted on the OPUSD website the day following the lottery.

If the number of students requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces at a grade level, students will be selected through a random lottery process at a regularly scheduled board meeting. The lottery will be conducted at the January board meeting on **Tuesday, January 15, 2019**. The meeting begins at 6:00 p.m. on the campus of Oak Park High School, Room G-9 located at 899 Kanan Road.

What will happen prior to the Board Meeting/Lottery on January 15, 2019?

Parents/Guardians may submit a District of Choice (DOC) online application from October 1 until midnight, December 31, 2018 requesting admission into Oak Park Unified for next school year.

A separate application for each student in a family must be submitted. After the December 31 deadline passes, four lists will be created in preparation for the board meeting.

The first list is for applicants who have siblings currently enrolled in our district. The second list is for applicants who qualify for the Federal Free and Reduced lunch program. The third list are of children of active military. By law, siblings have first priority, free and reduced have second and children of active military have third priority for placement in our district, as long as there is space in the grade that is requested. The fourth list is for all other applicants. Once all applications are compiled into the four lists, we will begin our random selection process. We input the first list into our system and get a random order list of those applications. We do the same for the following lists, keeping them separate from each other. We then combine them by putting the first priority random order list in the top spots, followed by the second priority random order list and then the third and fourth. All lists are reviewed to ensure that all applications received by the December 31, 2018 deadline are included. Each family unit (regardless of the number of applications submitted) is assigned a unique identifier code based on the first four letters of the street name followed by the house number.

What will happen at the Board Meeting?

The lottery will be conducted by the Oak Park Unified School District administrative staff using a number generator program through random.org. The step by step process of running the program will be displayed on a large screen visible to the public. The program will assign a random number to each family on the priority lists and to each family on the non-priority list.

Attendance at the lottery is not required since the results will only show the relative standing of each student based on the random number generated for them. In addition, the results will be posted on the OPUSD website the day following the lottery for parents to see.

What happens after the lottery has been completed?

If it is determined that there are more vacancies than applications at any grade levels, parents will be informed of their acceptance into the district by Friday, January 25, 2019. For all other grade levels where applications have exceeded the space available, parents will be notified by email no later than Monday, February 4, 2019 as to acceptance or waitlist. The wait list will be in effect until May 1, 2019 when it will expire per the DOC law.

Families who have siblings currently enrolled in OPUSD and families with verified Free and Reduced Lunch status and verified Active military status will have priority and will be placed in the order specified by Education Code Section 48301. If no space is available at a grade level for one or more family members, these students will be placed on a waitlist based on their lottery number and will have priority standing.

For students who are on the non-priority list a process similar to that described above will be used to place students until a grade level is full. If there are remaining applicants who have not been placed due to a grade level being full, then they will be placed on a waitlist based on their lottery number. The wait list will be monitored until the May 1st deadline to fill any new vacancies that may occur at the grade levels.

Once accepted into the district parents will be informed of next steps in the enrollment process that will take place during the month of February. New DOC students in grades DK-5 will enroll on February 9 or 13, 2019 and all new middle and high school DOC students will enroll either February 12 or 13, 2019. Since the district is required to notify applicants as to their final acceptance/denial prior to May 1 each year, the pre-enrollment process in February will be strictly followed to ensure opportunities for all applicants on the waitlist. **Families of newly admitted students who fail to follow through with enrollment or other required appointments, or who do not communicate extenuating circumstances, will forfeit their space.**

How many spaces are there at each grade level for new DOC students?

Generally, the most openings in any given year will be at the entry grade levels of DK/K, 6th and 9th. The Oak Park Unified School District Board of Education has established a district capacity for each of the grade levels for the 2019-20 school year. Depending upon new resident enrollment taking place in late January there could be fewer vacancies for new DOC students. The new resident enrollment numbers must first be considered before accepting new DOC students for next school year. However, we always accept a percentage above our projections to account for attrition and change of plans on the part of students and parents.

As noted above if we project that we will have more vacancies than applications at a grade level we will fast-track the notification process to families to eliminate the uncertainty of whether your son or daughter has been accepted. In the same way, we request that you notify us of your decision to not attend our district as soon as you have made that decision. This courtesy allows us to provide a spot for someone on our waitlist and the sooner they know the better for them.

BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Superintendent, Dr. Knight presided over the Organizational meeting until the new Board President was elected.

Superintendent, Dr. Tony Knight, called the regular meeting to order at 6:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

None

STAFF PRESENT

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

FLAG SALUTE

Russ Peters led the Pledge of Allegiance to the Flag.

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

None

ADMINISTRATION OF OATH OF OFFICE TO DREW HAZELTON, ALLEN ROSEN, AND DEREK ROSS

Dr. Knight administered the Oath of Office to newly elected Board Members Drew Hazelton, Allen Rosen, and Derek Ross.

III. BOARD REORGANIZATION

a. Election of Officers of the Board of Education

On nomination of Derek Ross, seconded by Drew Hazelton, the Board of Education appointed Denise Helfstein, President of the Board for 2019. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Denise Helfstein, seconded by Derek Ross, the Board of Education appointed Barbara Laifman, Vice President of the Board for 2019. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Drew Hazelton seconded by Barbara Laifman, the Board of Education appointed Allen Rosen, Clerk of the Board for 2019. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

Ms. Denise Helfstein, newly elected Board President for 2019, assumed leadership of the meeting.

On Motion of Derek Ross, seconded by Barbara Laifman, the Board of Education moved Item IV Open Communications/Presentation before Item III.b. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

PRESENTATIONS

The Board recognized OPUSD Parents, Staff, and Community Members who were involved in relief and recovery efforts for the Woolsey fire:

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported that he attended the MAC meeting. Allen thanked everyone involved with the recovery efforts for the Woolsey fire.

Board Member Drew Hazelton thanked Derek Ross on his term as the Board president, he attended the Measure S Meeting and the Safety and security task force meeting.

Board Member Barbara Laifman congratulated Allen, Derek, and Drew on being elected for a new four year term. Barbara attended the annual CSBA education conference and also presented on policies at the ELSC meeting along with Tony.

Board Member Derek Ross, expressed the pleasure and honor of serving as the Board President this past year.

Board Member Denise Helfstein expressed how fortunate she was to be a part of the wonderful team. Denise reported that she attended community information events in Thousand Oaks and OPHS regarding victim assistance and clean-up efforts post Woolsey fire, she attended Oak Park and Recreation Planning Committee Special Meeting, the Curriculum Council meeting, Measure S sub-committee meeting, OPHS PFA meeting, OPEF meeting, Wellness Council meeting, and the Red Oak Holiday Boutique.

Student Board Member Gavin Cornick reported that the High school Rally week was postponed due to the fires which will now take place on January 25th, and that the Chipotle fundraiser and Casa canned food drive recently held at the school were very successful"?

Superintendent Tony Knight reported that he attended the Jazz band concert at the high school, and that Barbara and he attended the annual CSBA education conference. They were on a panel of presenters about Environmental Literacy. This presentation was put together by the ELSC that Dr. Knight serves on. Dr. Knight thanked Derek Ross for being a great school board president.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Brandon McFadden, chairperson of the Oak Park Education Foundation(OPEF) provided an update and introduced their new Executive Director Ms. Vicki Raven.

REPORT FROM OAK PARK MUNICIPAL ADVISORY COUNCIL

Jane Nye, Oak Park Municipal Advisory Council, representative, reported that at the last MAC meeting the

Board approved the funding of an additional crossing guard. She also gave an update on issues the MAC is considering in the future.

PRESENTATION ON CLUB OAK PARK

Sara Ahl, Director of Extended Care Program, shared the program and budget details of Club Oak Park and the planning process for the program which started in August, 2018 at all three of our Elementary Schools and Medea Creek Middle School. The program has 711 students enrolled currently.

Student Board Member Gavin Cornick left the meeting at 7:09 pm

UPDATE ON CALIFORNIA SCHOOL DASHBOARD AND LOCAL INDICATOR

Dr. Jay Greenlinger, Director of Curriculum and Instruction provided an update on the California School Dashboard and Local Indicators for the Oak Park Unified School District. Local Indicators are based on information that local educational agencies collect locally and the result must be reported at a regularly scheduled public meeting of the local governing board.

III. BOARD REORGANIZATION

b. Confirmation and Designation of Board Representatives to District Committees

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved names of Board members to serve on District Committees during 2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

c. Approve Proposed Board Meeting Schedule for Calendar Year 2019

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Board Meeting Schedule for Calendar Year 2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

d. Approve Certification of Signatures

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

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

On nomination of Derek Ross, seconded by Barbara Laifman, the Board of Education appointed Denise Helfstein, School Board Representative to the County Committee on School District Organization. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the appointment of Dr. Anthony W. Knight as the Secretary/Authorized Agent of the Board of Education. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

B.1. CONSENT AGENDA

On motion of Derek Ross, seconded by Barbara Laifman, 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 November 13, 2018

b. Public Employee/Employment Changes 01CL24032-01CL24040 & 01CE09302-01C09340

c. Approve Purchase Orders – November 1 - November 30, 2018

d. Approve Overnight Trip for Oak Park High School Winter Sports Teams to CIF Playoffs

e. Approve Re-designation of Project Number: Project 18-48S, EV Charging Station at Medea Creek Middle School

- f. [Approve Notice of Completion, Access Road Improvements in Connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School](#)

B.2. BUSINESS SERVICES

- a. [Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2019-2020](#)

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2019-2020. The Board set the total District Capacity as 4739 for 2019-2020. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- b. [Approve Fiscal Year 2018-19 First Interim Financial Report, Certification and Budget Revisions](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Fiscal Year 2018-19 First Interim Financial Report, Certification and Budget Revisions. The report submitted to the board shows that the District budget is on target and that all assumptions and expectations in the adopted budget are on target. The projected reserve is above 3% as required under state law. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- c. [Accept Report of Final Bond Sale – Measure S General Obligation Bonds, Series 2016B](#)

The Board of Education received information from staff Report of Final Bond Sale – Measure S General Obligation Bonds, Series 2016B. No Board action needed as this item was for information only

- d. [Approve Amendment for Program/Construction Management Services](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Amendment for Program/Construction Management Services. The Board approved the Amendment with Balfour Beatty Construction Inc. with a revised fee structure and extended their contract for one year to December 31, 2019 to continue to provide these services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- e. [Approve Change Order 1, Project #17-35S Kitchen Improvements at Medea Creek Middle School](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Change Order 1, Project #17-35S Kitchen Improvements at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- f. [Authorize Project #17-47S, Building Improvements for DSA Certification of Administration Building at Brookside Elementary School](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education authorized Project #17-47S, Building Improvements for DSA Certification of Administration Building at Brookside Elementary School. The project plans submitted to DSA for approval came back with the requirement for significant structural upgrades. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- 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](#)

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

- 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](#)

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

i. [Approve Civil Engineering Services Agreement for Topographical Survey and Storm Water Pollution Prevention Plan for King James Court Property](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Civil Engineering Services Agreement for Topographical Survey and Storm Water Pollution Prevention Plan for King James Court Property. Board approved the development of 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 wildfires in the future at the District owned unimproved 6.39-acre parcel located at the north end of King James Court, in Oak Park which was completely burned in the recent fires. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

j. [Approve Acceptance of Donation](#)

On motion of Barbara Laifman seconded by Allen Rosen, the Board of Education approved Acceptance of Donation. The Hoehn Family Charitable Trust generously donated \$5000 to OPUSD to help with fire relief and recovery. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

k. [Approve Resolution #18-25, Authorizing Emergency Contracts for Labor and Services for Clean-up and Testing Arising from Conditions Caused by Wildfires](#)

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Resolution #18-25, Authorizing Emergency Contracts for Labor and Services for Clean-up and Testing Arising from Conditions Caused by Wildfires. The Board authorized the Superintendent to contract with vendors so that repairs, cleaning, testing, and related work can be carried out immediately to fully restore schools and offices back to safe operations.

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

l. [Approve Resolution #18-26 to Designate an Applicant's Agent for Non-State Agencies \(Cal OES 130\)](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Resolution #18-26 to Designate an Applicant's Agent for Non-State Agencies (Cal OES 130). Assistant Superintendent of Business and Administrative Services was designated by the Board as the District's agent to interact with OES and FEMA. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B3. CURRICULUM

a. [Approve District Instructional Calendar for 2020-2021](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education tabled the District Instruction Calendar with the recommendation to reconvene the Calendar committee and develop at least one more alternate calendar with the intent to look at a potential start date of August 10 or 11. The recommendation of the Board is that the committee sends more than one calendar for review and approval to employees for an advisory vote. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B4. HUMAN RESOURCES

a. [Approve 2020-2021 Classified Employees Holiday Calendar](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education tabled the Classified Holiday Calendar as this Calendar is based on the Instructional Calendar which was tabled by the board in the previous item. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.5. BOARD POLICIES

a. Approve Amendment to Administrative Regulation 5141.32 – Health Screening for School Entry - First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Bylaw 9110 – Terms of Office. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

b. Approve Amendment to Board Policy 5141.6 – School Health Services - First Reading

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Bylaw 9110 – Terms of Office. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

c. Approve Amendment to Board Policy 6142.3 - Civic Education - First Reading

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the amendment to Board Bylaw 9110 – Terms of Office. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

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

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Bylaw 9110 – Terms of Office. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

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

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

On motion of Drew Hazelton, 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

On motion of Allen Rosen, seconded by Derek Ross, there being no further business before this Board, the Regular meeting is declared adjourned at 10:15 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mrs. Denise Helfstein, called the special meeting to order at 1:06 p.m. at Oak Park Unified School District, Conference Room, 5801 Conifer Street, Oak Park.

FLAG SALUTE

Denise Helfstein led the Pledge of Allegiance to the Flag

BOARD PRESENT

Mrs. Denise Helfstein, President, Mrs. Barbara Laifman, Vice President, and Mr. Derek Ross, Member

BOARD ABSENT

Mr. Allen Rosen, Clerk, Mr. Drew Hazelton, Member, Gavin Cornick, Student Board Member

STAFF PRESENT

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

PUBLIC COMMENTS

None

OPEN SESSION

A. BOARD

1. [Approve Revised Board Meeting Schedule for Calendar Year 2019](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the revised Board meeting schedule for calendar year 2019. The only change was that the board selected January 23, 2019 as the date for the regular January meeting as the previously scheduled January 15, 2019 meeting was canceled due to mandatory evacuations in certain parts of Oak Park. Motion carried Aye: Helfstein, Laifman, Ross. No – 0. Absent: Hazelton, Rosen

There being no further business before this Board, the Special Board meeting is declared adjourned at 1:07 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: JANUARY 23, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24041	Mary K Norjean	Instructional Assistant II Long Term SUB	12/12/2018	Special Ed	\$21.52	OHES
CL24042	Haylie Medoff	Instructional Assistant III Behavior	12/3/2018	Special Ed	\$21.76	OPNS
CL24043	Leland Wahl	Walk-On-Coach - Not to Exceed \$3,500.00	12/1/2018	Coaches, Athletics	TBD	OPHS
CL24044	Samuel Saltman	Walk-On-Coach - Not to Exceed \$3,500.00	12/1/2018	Coaches, Athletics	TBD	OPHS
CL24045	Gabriel Maudin	Walk-On-Coach - Not to Exceed \$3,500.00	12/1/2018	Coaches, Athletics	TBD	OPHS
CL24046	Madison Davis	Instructional Assistant II - Extended Care	1/7/2019	Fund 120	\$17.09	ROES
CL24047	Daniel Paz	Custodain SUB	12/17/2018	General	\$19.15	DO
CL24048	Cameron Delic	Instructional Assistant I - Tech Lab SUB	12/18/2019	General	\$15.80	OHES
CL24049	David H Garcia	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2018	Coaches, Athletics	TBD	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24050	Erica Kim	Girls Soccer JV Head Coach	11/5/2018	Coaches, Athletics	\$ 2,500.00	OPHS
CL24051	Mark Zeolla	Girls Soccer Varsity Assistant Coach	11/5/2018	Coaches, Athletics	\$ 2,500.00	OPHS
CL24052	Donn James	Girls Soccer Assistant Coach	11/5/2018	Coaches, Athletics	\$ 1,800.00	OPHS
CL24053	Dave Naylor	Boys Soccer Varsity Head Coach	11/5/2018	Coaches, Athletics	\$ 3,000.00	OPHS
CL24054	Phil Tesoro	Boys Soccer JV Head Coach	11/5/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL24055	Steve Brown	Boys Soccer Frosh Head Coach	11/5/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL24056	Leland Wahl	Boys Soccer Varsity Assistant Coach	11/5/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL24057	Kaya Sunguroglu	Boys Soccer Varsity Assistant Coach	11/5/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL24058	Dennis Lane	Boys Soccer Assistant Coach	11/5/2018	Coaches, Athletics	\$ 1,500.00	OPHS

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

AUTHORIZATION TO PAY STIPEND

CL24059	Gave Naudin	Boys Soccer Frosh Assistant Coach	11/5/2018	Coaches, Athletics	\$ 1,000.00	OPHS
CL24060	Mhiah Vickers	Girls Basketball JV Head Coach	11/5/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL24061	Ariana Roberts	Girls Basketball Frosh JV Assistant Coach	11/5/2018	Coaches, ASB Donation	\$ 1,000.00	OPHS
CL24062	Cassandra Harris	Girls Basketball Varsity Assistant Coach	11/5/2018	Coaches, ASB Donation	\$ 500.00	OPHS
CL24063	Harold Hale	Boys Basketball Frosh Head Coach	11/5/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL24064	Chris McCarthy	Boys Basketball Varsity JV Coach	11/5/2018	Coaches, ASB Donation	\$ 2,500.00	OPHS
CL24065	A J Moye	Boys Basketball Varsity Coach	11/5/2018	Coaches, ASB Donation	\$ 2,500.00	OPHS
CL24066	Donn James	Girls Golf Post Season Varsity Coach	11/5/2018	Coaches, Athletics	\$ 100.00	OPHS
CL24067	Kendall Bilbruck	Girls Volleyball Post Season Varsity Coach	11/5/2018	Coaches, Athletics	\$ 100.00	OPHS
CL24068	Carl Joyce	Girls Tennis Post Season Varsity Coach	11/5/2018	Coaches, Athletics	\$ 100.00	OPHS
CL24069	John Lopez	T.C.C. Head Coach	11/5/2018	Coaches, Athletics	\$ 3,000.00	OPHS
CL24070	Kathy McCormick	T.C.C. Varsity Assistant Coach	11/5/2018	Coaches, ASB Donation	\$ 1,000.00	OPHS
CL24071	Jasmine Acevedo	T.C.C. Varsity Assistant Coach	11/5/2018	Coaches, ASB Donation	\$1,000.00	OPHS
CL24072	Ryan Yeager	Boys Basketball JV Head Coach	11/5/2018	Coaches, Athletics	\$ 2,500.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24073	Ankita Mehta	Instructional Assistant II SpEd SUB to Regular	11/26/2018	Special Ed	\$17.09	OHES
CL24074	Maureen Winter	Students Services Assistant I decrease in hours	12/10/2018	General	\$21.52	BES
CL24075	Kelly Parnas	Students Services Assistant I increase in hours	12/11/2018	General	\$19.15	BES
CL24076	Meena Zulmai	Campus Supervisor Increase in hours	1/7/2019	General	\$17.12	BES

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

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24077	Sienna Toro	Instructional Assistant II SpEd	12/21/2018	Resignation	\$21.52	OHES
CL24078	Sara Perez	Instructional Assistant II - The Club	11/26/2018	Resignation	\$19.15	ROES
CL24079	Andrea Hunt	Instructional Assistant III - Literacy	11/26/2018	LOA - Unpaid	\$24.13	OHES
CL24080	Dawn Ducich	Campus Supervisor	11/29/2018	LOA Medical	\$17.12	MCMS
CL24081	Andrea Johnson	Extended Care Site Leader	12/31/2018	Resignation	\$22.37	ROES
CL24082	Anthony Grijalva	Instructional Assistant III - Behavior	12/7/2018	Resignation	\$23.07	BES
CL24083	Arturo Morales	Custodian	12/7/2018	LOA - Medical	\$23.07	OHES

Prepared by:
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT,
DATE: SUPERINTENDENT JANUARY 23, 2019
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site	
01CE09341	Bethany Douglas	Guest Teacher	11/1/2018	General	DO	
01CE09342	Karen Farnsworth	Guest Teacher	12/1/2018	General	DO	
01CE09343	Michelle Gould	Guest Teacher	12/1/2018	General	DO	
01CE09344	Gabrielle Harradine	Guest Teacher	12/01/2018	General	DO	
01CE09345	Adam Kinberg	Guest Teacher	01/01/2018	General	DO	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09346	Elayne Roesner	Class Coverage	10/22/2018	PFA	\$ 700.00	MCMS
01CE09347	Daniel O'Brien	Biology Curriculum	2017-2018	Donations	\$ 1,250.00	OPIS
01CE09348	Kate Gregg	November Class Size Overage	11/1-11/31/18	General	\$ 25.00	ROES
01CE09349	Patti Holland	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	ROES
01CE09350	Jan Sloane	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	ROES
01CE09351	Marjorie Cohen	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	ROES
01CE09352	Julie Matthews	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	ROES
01CE09353	Grace McKeegan	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	ROES
01CE09354	Sheri Merfeld	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	ROES
01CE09355	Stephanie Love	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	OHES
01CE09356	Allison Shapiro	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	OHES
01CE09357	Cindy Lokitz	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	OHES
01CE09358	Quincie Melville	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	OHES
01CE09359	Denise Keane	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	BES
01CE09360	Tawnya Watson	November Class Size Overage	11/1-11/31/18	General	\$ 80.00	BES
01CE09361	Brittany Gibson	Frosh Head Coach Soccer	11/5-2/1/2019	Site	\$ 1,500.00	OPHS
01CE09362	Steve White	Post Season V Cross Country	11/9-11/17/18	Site	\$ 100.00	OPHS
01CE09363	Rob Hall	Game Mgmt BBB	10/18-1/5/19	ASB	\$ 68.00	OPHS
01CE09364	Rob Hall	Game Mgmt G Volleyball Playoffs	10/18-1/5/19	ASB	\$ 136.00	OPHS
01CE09365	Victor Anderson	AED District Coordinator	2018-2019	Safety	\$ 3,500.00	DO
01CE09366	Angela Folendorf	GATE	2018-2019	LCAP 3.9	\$ 420.00	OHES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT,
DATE: SUPERINTENDENT JANUARY 23, 2019
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE09367	Janet Svoboda	Medical Leave	12/10-1/7/19	General	OPHS	
01CE09368	Barbara Wechter	Temp Decrease 1.0 FTE -.8 FTE	1/7-5/24/19	General	MCMS	
01CE09369	Catherine Steiner	Temp Increase .6 FTE -.8 FTE	1/7-5/24/19	General	MCMS	

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: JANUARY 23, 2019
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – NOVEMBER 15 THROUGH
DECEMBER 31, 2018**

CONSENT

ISSUE: Shall the Board approve the accompanying list of purchase orders issued for the period November 15 – December 31, 2018?

BACKGROUND: The accompanying Purchase Order Report lists all purchase orders issued during the reporting period. All purchase orders have been approved by the responsible program administrator as a necessary expense, and are included in the District's approved operating budget.

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 12/01/2018 - 12/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00033	Town & Country Printing	Open PO for printing	Medea Creek Middle School	010	2,000.00
B19-00034	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	DON: Open PO for bus transportation	Medea Creek Middle School	010	1,250.00
B19-00056	VENTURA COUNTY STAR	2018-2019 Employment Ads	Human Resources	010	12,200.00
B19-00059	VCOE	Classified VCOE trainings 2018-2019	Human Resources	010	960.00
B19-00074	Pyro-Comm Systems, Inc.	2018-2019 Fire Alarm Maintenance Service	Business Administration	010	6,000.00
B19-00095	Office Depot Customer Service Center	Supplies for Extended Care-Brookside	Extended Care Program	120	3,500.00
B19-00096	Office Depot Customer Service Center	Supplies for Extended Care-Oak Hills	Extended Care Program	120	3,500.00
B19-00097	Office Depot Customer Service Center	Supplies for Extended Care-Medea Creek	Extended Care Program	120	3,500.00
B19-00098	Office Depot Customer Service Center	Supplies for Extended Care-Red Oak	Extended Care Program	120	3,500.00
B19-00110	Southwest School Supply	Supplies for Extended Care-Brookside	Extended Care Program	120	5,000.00
B19-00135	SMITH PIPE & SUPPLY	2018- 2019 Grounds/Maintenance Pipe Supplies	Business Administration	010	7,000.00
B19-00157	Regency Enterprises, Inc	2018 -2019 for Lighting Supplies	Business Administration	010	4,000.00
B19-00158	Sunrise Produce Company	Food/Produce supplies for Extended Care-Brookside	Extended Care Program	120	3,000.00
B19-00159	Sunrise Produce Company	Food/Produce supplies for Extended Care-Oak Hills	Extended Care Program	120	3,000.00
B19-00160	Sunrise Produce Company	Food/Produce supplies for Extended Care-Red Oak	Extended Care Program	120	3,000.00
B19-00161	Sunrise Produce Company	Food/Produce supplies for Extended Care-Medea	Extended Care Program	120	3,000.00
B19-00190	Clifford Moore	Administrative Consulting Services	Superintendent	010	19,200.00
B19-00199	Colbi Technologies, Inc	Proj Measure S Purchase Bidder Pre Qual Software	Business Administration	211	17,500.00
B19-00240	Catherine Del Castillo	Sign Language Interpreter	Human Resources	010	1,000.00
B19-00241	KW Engineering	Prop 39 Consulting Svs Plan Yrs. 3-5	Business Administration	010	5,000.00
B19-00242	Redwood Toxicology Lab Inc.	DISC: Drug Testing	Medea Creek Middle School	010	500.00
B19-00243	West Pac Design, Inc.	OPUSD Tshirts/Hoodies for Staff	Superintendent	010	1,140.07
B19-00244	AT&T	Red Oak phone charges 2018-2019	Red Oak Elementary School	010	750.00
B19-00245	Ventura County office of Education	2018-2019 Escape Finance/Payroll/Personnel	Business Administration	010	41,902.98
B19-00246	RICHARDS TIRE MAN	2018-2019 Vehicle Maintenance/Repair-Tires	Business Administration	010	500.00
B19-00247	Carlson's Building Materials	2018-2019 Masonry Materials & Supplies	Business Administration	010	4,000.00

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ESCAPE ONLINE

Includes Purchase Orders dated 12/01/2018 - 12/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00248	Preddy, Michael	DON: Music Specialist	Medea Creek Middle School	010	5,500.00
B19-00249	Pacificom	2018-2019 Communication Repairs and Supplies	Business Administration	010	2,000.00
B19-00250	Silver Star Automotive Group	Vehicle Repairs due to Woolsey Fire	Business Administration	010	1,989.58
B19-00251	Village Automotive Ctr, Inc.	Vehicle Repairs due to Woolsey Fire	Business Administration	010	2,000.00
B19-00252	Miracle Playground Sales	2018/19 Play Equipment Replacement Parts	Business Administration	010	700.00
B19-00253	Channel Islands Roofing	2018-19 Open PO for Roof/Gutter Repairs	Business Administration	010	5,000.00
B19-00254	Pep Boys	2018-2019 for Vehicle Parts and Supplies	Business Administration	010	600.00
B19-00255	Southwest School Supply	Tempra Paint for the Atelier	Neighborhood Pre-School Program	010	250.00
DIR18-00097	NV5 West, Inc.	Pro 17-35S - DSA Testing & Inspection Service	Business Administration	211	7,691.50
DIR19-00010	Hughes General Engineering	Proj 18-46S Upgrade & Add Stairs/Sidewalk @OPHS	Business Administration	211	122,082.83
P18-00530	Harley Ellis Devereaux	Pro 17-35S - KIT Renovation - Scoping & Program	Business Administration	211	117,518.22
				211	50,131.78
P19-00174	Waisman Construction, Inc.	Proj 17-35S Kitchen Improvements at MCMS	Business Administration	211	1,114,433.00
P19-00235	Harley Ellis Devereaux	Proj 17-58S Measure S (ASO1) Realistic Renderings	Business Administration	211	29,400.00
P19-00276	Southwest School Supply	ROES 2018/2019 Oodie Bases	Curriculum	211	141.57
P19-00310	Pacific Building Maintenance	Proj 17-35S Deep clean and sanitize kitchen MCMS	Business Administration	211	4,153.00
P19-00419	ORCA Digesters Inc	Proj 18-45S Equipment Food Waste Recycling MCMS	Business Administration	211	60,060.00
P19-00434	Bsn Sports	Open PO for Sports Equipment as Required	Business Administration	010	500.00
P19-00435	Southwinds Transportation	DON: Buses for Pali Outdoor Ed	Medea Creek Middle School	010	13,609.60
P19-00436	M/M Mechanical, Inc	Annual servicing of kitchen drain @OPHS	Business Administration	010	338.10
P19-00437	Ventura County Library	OP Library Shared Cost 2017-18	Accounting & Payroll	010	24,672.82
P19-00438	Cell Energy Inc Powerline Battery Specialist	Other/Supply/Disc	Oak Park High School	010	725.01
P19-00439	Fence Factory	Gate and post BES & Mae Boyer Park	Business Administration	010	1,290.10
P19-00440	Adaptive Modular Solutions	Proj 18-18S Prelim Design Dev A&E Drawings for BES	Business Administration	211	31,966.00
P19-00441	Adaptive Modular Solutions	Proj 18-21S Prelim Design Dev A&E Drawings at MCMS	Business Administration	211	41,472.00
P19-00442	Eyedentity Graphics Inc.	Logo Decals for Repainted Gold Suburbans	Business Administration	212	175.74

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ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 12/01/2018 - 12/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00443	Adaptive Modular Solutions	Proj 18-20S Prelim Design Dev A&E Drawings at ROES	Business Administration	211	74,087.50
P19-00444	Rancho Simi Recreation & Park	Special Assessment 7/1/18-6/30/19	Board of Education	010	268.11
P19-00445	City Of Ventura Parks & Rec.	Parent funded event--4th gr. Geology	Red Oak Elementary School	010	311.00
P19-00446	Dunn-Edwards Corporation	Proj 18-41R Ext paint relocatable classrooms @OHES	Business Administration	213	285.50
P19-00447	Balfour Beatty Construction	Const. Mgmt. Svs. for the period 9/1/18-9/30/18	Business Administration	211	35,440.00
P19-00448	Balfour Beatty Construction	Const. Mgmt. Svs. for the period 10/1/18-10/31/18	Business Administration	211	45,212.00
P19-00449	Pierres Welding & Maint.	Proj 17-35S Replace Gate Wheel at MCMS	Business Administration	211	350.00
P19-00450	G&Y General Contractors Inc.	Proj 17-35S Cable/CCTV camera remount kitchen MCMS	Business Administration	211	340.00
P19-00451	Benner & Carpenter, Inc	Proj 18-20S Additional Topography Survey ROES	Business Administration	211	3,560.00
P19-00452	PEARSON ASSESSMENTS ORDER PROC ESSING	New Test Kits - SpEd Speech Group	District-wide	010	1,709.51
P19-00453	Office Depot Customer Service Center	Measure S Office Supplies for Construction Trailer	Business Administration	211	66.51
P19-00454	BrightBytes, Inc	2018 2019 Bright Bytes	Curriculum	010	9,291.43
P19-00455	Discovery Education Inc	Discovery Science MCMS + 2 Yr License	Curriculum	010	13,640.00
P19-00456	Turnitin, LLC	OPHS 3 YR Turnitin subscription 12/2018-12/2022	Curriculum	010	18,227.25
P19-00457	Textbook Warehouse Inc.	2018/19 Novels OPIS	Curriculum	010	1,206.56
P19-00458	G&Y General Contractors Inc.	Provide/Install Data Cabling Restrm Vapor Sensors	Business Administration	010	3,000.00
P19-00459	VCOE	SpEd - Educational Audiology Services (2018/19)	District-wide	010	2,000.00
P19-00460	Boomerang Project (The)	PFA: WEB Refresher Course	Medea Creek Middle School	010	5,100.00
P19-00461	California Weekly Explorer	Parent funded grade level event	Red Oak Elementary School	010	1,260.00
P19-00462	Main Street Tours	Parent funded field trip--2nd gr.	Red Oak Elementary School	010	1,990.00
P19-00463	West Pac Design, Inc.	T-Shirts and Sweatshirts for Ext. Care Staff	Extended Care Program	120	3,517.80
P19-00464	M/M Mechanical, Inc	Proj 18-45S ORCA Install at Medea Creek MS Kitchen	Business Administration	211	5,844.00
P19-00465	Benner & Carpenter, Inc	King James Court Aerial Topographic Survey/SWPPP	Business Administration	010	22,930.00
P19-00466	ARC Document Solutions, LLC	Proj 17-47S BES Admin Bldg Drawings/Plan Copies	Business Administration	211	176.72
P19-00467	CENTER GLASS CO	Reset glass in classrooms at BES	Business Administration	010	390.00
P19-00468	Courtyard Construction, Inc.	Proj 17-35S Lunch Shelter Shade Sails @MCMS	Business Administration	211	16,200.00

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ESCAPE ONLINE

Includes Purchase Orders dated 12/01/2018 - 12/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00469	Southwest School Supply	Project 18-26S, BES Collaborative Furniture	Curriculum	211	801.16
P19-00470	Office Depot Customer Service Center	Measure S Office Supplies Construction Trailer	Business Administration	211	55.24
P19-00471	Carlson's Building Materials	Pavers at MCMS Rm T-1	Business Administration	010	1,776.06
P19-00472	Natural Wonders Trees Inc	Remove Conk from Valley Oak at OPHS	Business Administration	010	400.00
P19-00473	Thousand Oaks Electric	Conduit/wiring for DO Power Fixture	Business Administration	010	3,435.00
P19-00474	Rapid Group LLC dba Rapid Info Destruction Svc	Removal of Obsolete Textbooks from OPHS	Curriculum	010	650.00
P19-00475	LA Sound Co	Sound System Repair	Brookside School	010	1,169.25
P19-00476	VCOE	VCOE - Coalition of School Agencies 2018-19	Superintendent	010	1,614.69
P19-00477	M & J Kids Scientific Inc. DBA Mad Science of LA	Workshop-Dry Ice Capades 12/27/18@10:00 AM	Extended Care Program	120	1,170.00
P19-00478	M & J Kids Scientific Inc. DBA Mad Science of LA	Workshop-Science of Magic-1/2/19@9:30 AM & 10:50 AM	Extended Care Program	120	1,620.00
P19-00479	Textbook Warehouse Inc.	201Earth Day Books	Curriculum	010	408.71
P19-00480	U.S. Bank Trust Nat'l Assn.	Admin Fees GOB Election 2006, Series 2007 (C6)	Business Administration	212	847.00
P19-00481	M/M Mechanical, Inc	Proj 17-35S Diagnose and Repair Hot Water MCMS	Business Administration	211	1,078.21
P19-00482	REC Solar Commercial Corp	Electrical inspection due to Woolsey Cyn Fire - DW	Business Administration	010	9,110.00
P19-00483	Balfour Beatty Construction	Const. Mgmt. Svs. for the period 11/1/18-11/30/18	Business Administration	211	37,097.00
P19-00484	M/M Mechanical, Inc	OPUSD Main Office Ejector Pump Float Replacement	Business Administration	010	1,376.56
P19-00485	Thousand Oaks Electric	Replace wire to Power Kilns in C9 at OPHS	Business Administration	010	2,685.00
P19-00486	Thousand Oaks Electric	Install 30 amp 120 volt circuit at MCMS	Business Administration	010	2,100.00
P19-00487	Office Depot Customer Service Center	Measure S Office Depot Blanket PO 2018-2019	Business Administration	211	500.00
P19-00488	Hughes General Engineering	Proj 17-03R Trench Drain Install Art Court OPHS	Business Administration	213	14,795.00
P19-00489	AML Global American Language Services	Interpreter Services - SpEd	District-wide	010	466.80
P19-00490	BILL FERRELL CO	Theatre Path/Safety Railing	Oak Park High School	010	2,198.13
P19-00491	Darrel J Priebe	SpEd Contractor - Psych assessments 2018/19	District-wide	010	20,000.00
P19-00492	Pacific Building Maintenance DBA Service Master Restoration	Summer Deep Cleaning Svs. District Wide	Business Administration	010	55,730.42
P19-00493	Audrey Walzer dba Camarillo Yo ga Center	SpEd Mindfulness Session - Staff Training	District-wide	010	250.00
P19-00494	Salinas & Sons Rooter Service	Clearing DO Kitchen Drains	Business Administration	010	650.00

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

Includes Purchase Orders dated 12/01/2018 - 12/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00495	Rosetta Stone Language Learnin	Rosetta Stone for K-5 EL Teachers	Curriculum	010	4,050.00
P19-00496	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA	Donation - 4th grade field trip - Mission	Brookside School	010	926.00
P19-00497	Create Studio Fun LLC	Donation 4th grade field trip	Brookside School	010	776.00
P19-00498	VCOE	2018/2019 - VCOE Student Excess Costs (Tuition)	District-wide	010	96,000.00
P19-00499	VCOE	2018/2019 - VCOE Excess Costs (Transportation)	District-wide	010	61,660.00
Total Number of POs			108	Total	2,386,104.02

Fund Recap

Fund	Description	PO Count	Amount
211	Measure S Facilities & Tech	1	117,518.22
Total Fiscal Year 2018			117,518.22
010	General Fund	66	515,334.74
120	Child Development Fund	12	37,307.80
211	Measure S Facilities & Tech	26	1,699,840.02
212	Measure C6 Technology Bond Fun	2	1,022.74
213	Measure R FACILITIES Bond Fund	2	15,080.50
Total Fiscal Year 2019			2,268,585.80
Total			2,386,104.02

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

ESCAPE ONLINE

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

CONSENT

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

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

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

FISCAL IMPACT: None

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

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

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

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

Please check the box that applies:

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

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

Dr. Anthony W. Knight
Name of District Superintendent

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

SUBJECT: B.1.e. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE TEACHERS COLLEGE READING TOOLKITS INSTITUTE - FEBRUARY 2019 IN, NY.

CONSENT

ISSUE: Shall the Board of Education approve out of state travel for certificated employees to attend Columbia University's Teachers College Reading Toolkits Institute?

BACKGROUND: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. OPUSD is proposing to send the following employees to the Reading Toolkits Institute (February 18th – 20th): *Eva Novak and Diane Farlow*. The purpose and goal of this institute is to focus on creating and developing toolkits to support students' reading growth. "Toolkits" are broadly defined as; charts, mentor jots, micro progressions, and practice tests. This allows the teaching to be concrete, specific, and responsive to each student's needs. Participants will get to know more deeply the tools that are already available in the Units of Study and allow them to go deeper into the curriculum in order to meet the needs of struggling students.

FISCAL IMPACT: The estimated cost of this training is: Registration \$1300 (\$650/each) + Lodging \$450.00 + Airfare \$730 + meals/taxi \$450.00 = \$2,930.00. Funding source is the general Fund (LCAP Goal 1.3 – Professional Development) and is included in the 2018-19 adopted budget.

ALTERNATIVES:

1. Approve out of state travel for certificated employee to attend Columbia University's Teachers College Reading Toolkits Institute in NY.
2. Do not approve out of state travel for certificated employee to attend Columbia University's Teachers College Reading Toolkits Institute NY.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

BOARD MEETING, JANUARY 15, 2019

Approve out of state travel for certificated employee to attend
Columbia University's Teachers College Reading Toolkits Institute
Page 2

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

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

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: JANUARY 23, 2019

SUBJECT: B.1.f. APPROVE STUDENT TEACHING AGREEMENT WITH NEW YORK UNIVERSITY

CONSENT

ISSUE: Shall the Board of Education approve the Student Teaching Agreement with New York University (NYU) from September 13, 2018, thru June 30, 2019?

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

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Student Teaching Agreement with NYU from September 13, 2018 thru June 30, 2019 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with NYU.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

AFFILIATION AGREEMENT

New York University Steinhardt School of Culture, Education, and Human Development

THIS AGREEMENT is made as of the 13th day of September, 2018 by and between:

New York University, on behalf of its Steinhardt School of Culture, Education, and Human Development, located at 82 Washington Square East, New York, NY 10003 (hereinafter, the “University”), and

Oak Park Unified School District, located at

5801 Conifer Street, Oak Park, CA 91377

(hereinafter, the “Facility” and, together with the University, the “Parties”).

WHEREAS, the University’s Steinhardt School of Culture, Education, and Human Development has various educational programs for students in the fields of health and human development (each, a “Program”); and

WHEREAS, the Facility has the facilities to provide relevant clinical training to students in one or more Programs as set forth on Schedule 1 hereto, which Schedule 1 may be amended from time to time in writing signed by the Parties; and

WHEREAS, the Facility and the University desire to affiliate for the purpose of providing clinical training for students enrolled in a Program of the University.

NOW, THEREFORE, the Parties agree as follows:

A. The University agrees:

1. To assume full responsibility for the planning and implementation of the entirety of each Program, including the portion of such Program that involves clinical training. The Facility has the right to approve the portion of each Program to be conducted on its premises in advance of its implementation.
2. To be responsible for scheduling student placements at the Facility and informing the Facility of the number of students to be assigned placement. The number of students and placement schedule shall be subject to the approval of the Facility.
3. To provide a clinical education coordinator who will act as liaison between the University and the Facility and will correlate the academic and clinical levels of experience of the students.

4. To instruct all students placed at the Facility of their responsibility for complying with all pertinent rules and regulations of the Facility of which they are advised.

5. a. To instruct all students and faculty to maintain the confidential nature of all patient medical records and protected health information ("PHI") to which they are exposed in accordance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any other applicable privacy laws; and

b. to instruct all students to maintain the confidentiality of HIV-related patient information in accordance with Article 27-f of the New York State Public Health Law.

6. To keep all Program-related records and reports pertinent to the student's clinical experience while at the Facility (excluding patient identifiable protected health information).

7. To inform each student assigned to the Facility that such student is required, upon request: (i) to provide the Facility with evidence that he/she is in good general health, as determined by a physical examination, and that he/she is free from a health impairment which is of potential risk to a patient or which might interfere with the performance of his/her duties, including any habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter his/her behavior; (ii) to provide the Facility with evidence of the following:

(a) an immunization for rubella, consistent with good medical practice, except that a woman of child-bearing age shall have a screening test to be followed by immunization as appropriate;

(b) a ppd (Mantoux) skin test for tuberculosis prior to participation in the Practicum. Positive findings shall require appropriate clinical follow-up but no repeat skin test;

(c) if born on or after January 1, 1957,

(1) diagnosis by a physician as having had measles disease (rubeola);

(2) demonstration of serologic evidence of measles antibodies; or

(3) two doses of live virus measles vaccine with the first dose administered on or after the age of 12 months and the second dose administered more than thirty (30) days after the first dose but after 15 months of age;

(d) a positive varicella (chicken pox) antibody titer or a history of varicella by parent, guardian, physician or school record;

(e) proof of vaccination against Hepatitis B, proof of immunity to Hepatitis B, or a letter from the student which states that the student has either commenced the Hepatitis B vaccination protocol or has declined to be vaccinated against Hepatitis B.

8. That students placed in the Facility shall be required to maintain health insurance coverage. Prior to placement in the Facility, students may be required to send proof of such coverage to the Facility upon the request of the Facility.

B. The Facility agrees:

1. To provide clinical experience to students meeting the standards agreed with the University in respect of the relevant Program, of recognized accrediting agencies, and of State agencies.

2. To provide supervision of the clinical training of each student by a qualified Facility staff member whose responsibilities will include orientation of the student to the Facility, planning of clinical experiences, and the evaluation of student performance.

3. To make available to the students the space, facilities, equipment, and supplies necessary as pertinent to the students' clinical experience, to the extent that this will not interfere with the care and treatment being rendered to patients.

4. To acknowledge that University students and faculty may have access to the Facility's PHI during clinical experiences.

5. To permit students to use the Facility cafeteria during its normal operating hours, if feasible. Students may be required to pay for their own meals.

6. To provide emergency medical care to students who become ill or injured while on the Facility's premises, if feasible. The students shall arrange for medical care beyond that of an emergency nature. A student shall be responsible for the cost of any emergency care and for the cost of any additional medical care beyond that of an emergency nature.

C. The University and the Facility agree:

1. That the University shall provide each student with general instruction in the infection control procedures used in health care facility settings, including a review of the Occupational Health and Safety Act ("OSHA") Bloodborne Pathogens Regulations. The Facility agrees that, as part of each student's orientation to the rules, regulations, policies and procedures of the Facility, it shall instruct each student on infection control procedures, including the OSHA Bloodborne Pathogens Regulations, as they have been implemented at the Facility. The Facility shall comply fully with the OSHA Bloodborne Pathogens Regulations with respect to any student

who sustains a percutaneous, mucosal, or broken skin exposure to blood or other potentially infectious bodily fluids. If the Facility requires that students undergo a respiratory fit test in advance of placement, the Facility will perform such fit tests with the student's prior consent.

2. In connection with its performance under this Agreement, Facility may create and maintain on behalf of University "educational records" of students, and University may disclose "personally identifiable information" from education records to Facility under the "school official" exception, as such terms are defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA"). Facility agrees to use, maintain, and make available such education records in accordance with the requirements of FERPA and in accordance with University's FERPA Guidelines, which are available at www.nyu.edu/apr/ferpa.htm. In particular, Facility agrees to (i) not disclose personally identifiable information from education records to any other party without prior written consent of University; (ii) use such information other than for the purpose of performing its obligations under this Agreement; and (iii) fully cooperate with University in connection with any request by a student to review and/or amend his or her education records.

3. That at no time will they discriminate against any employee, applicant, patient, or student because of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital or parental status, veteran or disabled veteran status or citizenship status.

4. That no student placed in the Facility under this Agreement shall in any way be considered an employee or agent of the Facility or the University, nor shall any student be entitled to any fringe benefits, worker's compensation, disability benefits, or other rights or benefits normally afforded to employees or agents of the Facility or the University.

5. That the Facility reserves the right to screen students in advance of their placement at the Facility in connection with the Program.

6. That the Facility retains the right to remove any student from the Facility who: (i) endangers patient health, welfare or safety; (ii) disrupts the business or operations of the Facility; (iii) fails to comply with the direction of the Facility staff; (iv) fails to abide by the rules, regulations, policies and procedures of the Facility; or (v) is not suited to the clinical training in the Facility's reasonable opinion. The University retains the right to remove any student from the Facility who: (i) fails to maintain successful student status as outlined in the University's policies; (ii) violates the University's honor code; or (iii) any other reason deemed appropriate by University personnel. Each Party agrees to notify the other Party promptly and in any case within one (1) business day of such removal.

7. That, notwithstanding any other provision of this Agreement, the Facility retains ultimate responsibility for the care of its patients at all times.

8. That each Party shall maintain in respect of its employees, volunteers, and agents and, in the case of the University, its students, (i) professional liability insurance coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate and (ii) commercial general liability insurance coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate. Each Party's insurance coverage shall be maintained with a nationally recognized and reputable carrier or self insurance reasonably satisfactory to the other Party. Each Party will provide to the other Party, upon such other Party's request and at least annually, a certificate of insurance evidencing the required insurance coverage. In addition, upon renewal or replacement of any required insurance coverage, each Party will provide replacement certificates to the other Party. The certificate of insurance shall include a statement that the notice of cancellation shall be given pursuant to the terms and conditions of the policy. If the Facility is an institution operated by a municipality or government agency or municipal or government employees, the Facility may fulfill the requirements of this Section 7 through insurance provided by or through such municipality or government agency covering the Facility's activities and personnel and otherwise meeting the requirements of this Section 7.

9. That this Agreement becomes effective as of the date first written above and will continue in full force and effect until termination. This Agreement may be terminated by mutual written agreement at any time or by either Party giving sixty (60) days' prior written notice to the other Party; provided that, any student placed at the Facility for clinical training up to and including the date of termination shall be permitted to complete his/her assignment.

10. That neither this Agreement nor any obligation or right thereunder may be assigned to any third party without the prior written consent of the other Party. Any purported assignment without such consent shall be null and void.

11. That all notices required hereunder shall be in writing and shall be delivered by messenger or by certified first-class mail, or transmitted by facsimile, and in accordance with the return receipt requested:

to the University:

Global Affairs & Experiential Learning
Steinhardt School of Culture, Education, and Human Development
New York University
82 Washington Square East, 5th Floor
New York, NY 10003
Attn: Allison Michaud

to the Facility:

Oak Park Unified School District

ATTN: Debbi Cooper

5801 Conifer Street

Oak Park, CA 91377

12. That this Agreement is not for the benefit of any third party.

13. That each of the parties shall perform its obligations hereunder as an independent contractor. Nothing contained in this Agreement shall create any agency, partnership, association or joint venture between the parties hereto. Neither party shall have the right or authority to create any obligation or responsibility, express or implied, on behalf of or in the name of the other party, or to bind the other party contractually in any manner whatsoever. Under no circumstances, as a result of this Agreement, shall any officer, agent, employee or representative of one party be considered an officer, agent, employee or representative of the other party.

14. That this Agreement may be modified only by mutual written and signed agreement of the authorized representatives of the Parties thereto. This Agreement supersedes all other prior similar agreements between the Parties in respect of the subject matter hereof.

15. That this Agreement shall be interpreted in accordance with the laws of the State of New York without regard to its conflicts of laws principles.

16. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. A signed copy of the Agreement that has been transmitted via electronic mail, facsimile, or as a hard copy, can operate as the executed original copy

IN WITNESS WHEREOF, authorized representatives of the Parties have signed this Agreement as of the day and year first written above.

FOR AND ON BEHALF OF


Oak Park Unified School District

Signature:

Printed Name:

Title:

Date:


Leslie Heilbron
Asst Supt - HR
12-17-2018

NEW YORK UNIVERSITY

Signature: _____

Printed Name: ZACHARY KLIM

Title: SENIOR DIRECTOR, GLOBAL AFFAIRS & EXPERIENTIAL LEARNING
STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

Date: _____

Schedule 1
to Affiliation Agreement between New York University and
Oak Park Unified School District

Programs

Master of Art in Counseling and Guidance
Master of Science in Communicative Sciences and Disorders
Master of Art in Counseling for Mental Health & Wellness


FOR AND ON BEHALF OF
Oak Park Unified School District

Signature: _____

Printed Name: _____

Title: _____

Date: _____


Leslie Heilbron
Asst. Supt. HR
12-17-18

NEW YORK UNIVERSITY

Signature: _____

Printed Name: _____

Title: _____

Date: _____

ZACHARY KLIM
SENIOR DIRECTOR, GLOBAL AFFAIRS & EXPERIENTIAL LEARNING
STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 17-35S, KITCHEN IMPROVMENTS AT MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School, contracted with Waisman Construction?

BACKGROUND: On May 17, 2018, the Board of Education authorized the award of a contract for Project 17-35S, Kitchen Improvements at Medea Creek Middle School, contracted with Waisman Construction of Canoga Park, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-35S, Kitchen Improvements at Medea Creek Middle School, contracted with Waisman Construction of Canoga Park, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

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

That on or about May 17, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Waisman Construction, of Canoga Park, California, for Project 17-35S, Kitchen Improvements at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on January 15, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

Oak Park Unified School
Business and Administration Services

PROJECT AND CONTRACT SUMMARY

**NOTICE OF COMPLETION, MEASURE 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 IMPROVEMENTS 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
REVISED CONTRACT AMOUNT: \$1,114,433

NOTICE OF COMPLETION

DATE OF APPROVAL: JANUARY 23, 2019
FINAL CONTRACT AMOUNT: \$1,114,433

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

SUBJECT: B.1.h. ACCEPT 2018-19 FIRST PERIOD ATTENDANCE REPORT

CONSENT

ISSUE: Shall the Board receive, review, and accept the 2018-19 First Period (P-1) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the fourth school month?

BACKGROUND: The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year (usually Month 7). The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The first reporting period has concluded and the District's P-1 Report follows for the Board's information and review.

FISCAL IMPACT: None; the First Period Attendance Report is generated in compliance with Education Code requirements.

RECOMMENDATION: None - information only.

Prepared by: Lisa Nilles, Director of Fiscal Services
Byron Jones, Senior Accountant

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	_____	_____	_____	_____

Certification

County: Ventura
District: Oak Park Unified
CDS CODE 56 73874

Fiscal Year: 2018-19
P-1
D7C8AA37

Attendance School District

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

School District Superintendent: _____



Date: 1.7.19

County Superintendent of Schools: _____

Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Byron Jones
PHONE (818) 735-3244 * 0244
FAX _____
E-Mail bsjones@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: D7C8AA37

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,055.24	965.36	753.23	1,675.04	4,448.87
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	0.97	0.62	0.20	0.31	2.10
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.21	0.00	0.21	0.42
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.11	0.00	0.00	0.11
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	1,056.21	966.30	753.43	1,675.56	4,451.50
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	4.79	22.48	38.35	136.66	202.28
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura		Fiscal Year: 2018-19				
District: Oak Park Unified		P-1				
CDS CODE	56 73874	Certificate Number: D7C8AA37				
Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	65.00				65.00
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				33.76	33.76
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: D7C8AA37

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

Attendance School District

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: D7C8AA37

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

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

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
--	------	------	------	------	------	------

Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
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ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00
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Certification

County: Ventura

Fiscal Year: 2018-19

District: Oak Park Unified

P-1

CDS CODE 56 73874

County Served District Funded ADA Transfer Selection

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

School District Superintendent: _____

Date: _____

1.7.19

County Superintendent of Schools: _____

Date: _____

All inquiries concerning this report should be directed to:

CONTACT NAME Byron Jones

PHONE (818)-735-3244 * 0244

FAX

E-Mail bsjones@opusd.org

The California Department of Education will administer the transfer of funds to the following County Offices of Education:

56-73874 56-10561 Ventura Co. Office of Education

5320F69B

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.1.i. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
INTERNATIONAL THESPIANS CLUB TO THE SHAKESPEARE
FESTIVAL – FEBRUARY 15 – 16, 2019**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the Oak Park High School(OPHS) International Thespians Club to the Shakespeare Festival?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this performance at Chapman College, Orange, CA scheduled on January 15 & 16, 2019. Approximately 15 members, the OPHS Principal, 1 OPHS employee and 2 OPHS parent (male & female) volunteers will travel by OPHS SUVs on Friday, February 15, 2019 and return on Saturday, February 16, 2019. Members and chaperones will stay at the Embassy Suites in Orange, CA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

FISCAL IMPACT: Participants will pay approximately \$80 to cover the cost of registration, transportation and hotel. Students are responsible for meal expenses. Chaperones and the OPHS Principal expenses will be paid for through the International Thespians Club ASB accounts and Oak Park Instrumental Music Association (OPIMA).

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School International Thespians Club – Orange, CA.
2. Do not approve the field trip as presented.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.2.d. RATIFY AWARD OF MEASURE S PURCHASE CONTRACT,
PROJECT 18-42S, COMPUTERS-ON-WHEELS FOR ART CLASSES
AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

ISSUE: Shall the Board ratify the award of a Measure S Purchase Contract for Project 18-42S, Computers-on-Wheels for Art Classes at Medea Creek Middle School, to be jointly funded from the Measure S bond fund and from the Ventura County Innovates Career and Technology Education grant?

BACKGROUND: At its meeting on October 16, 2018, the Board of Education authorized Technology Project 18-42S, Computers-on-Wheels for Art Classes at Medea Creek Middle School. The project budget was set at \$40,000, to be jointly funded from the Measure S bond fund (75%) and from the Ventura County Innovates Career and Technology Education grant (25%). The equipment specified in the original authorization called for Apple MacBook Air laptops. As noted in the revised Technology Resource Request that follows this report, this equipment is no longer offered for sale by Apple. As outlined, after deliberation, MCMS and IT staff has elected to purchase the new Apple iPad Pro. In December, the site principal and Director of Educational Technology and Information Systems provided strong recommendation to the Measure S Planning Subcommittee to acquire the equipment in time for the start of second semester. The Subcommittee concurred, and as a matter of urgency, recommended the acceptance of the following proposal from Apple Inc., in the amount of \$39,232.89. As the full Measure S Committee did not meet until January 7, 2019, and the computers-on-wheels for art classes were needed in time for the start of second semester at the beginning of January, it is respectfully requested that the Board approve this action as recommended by Measure S Planning Subcommittee.

ALTERNATIVES:

1. Ratify the award of a technology equipment purchase contract with Apple Inc., in the amount of \$39,232.89, for Project 18-42S, Computers-on-Wheels for Art Classes at Medea Creek Middle School, to be jointly funded from the Measure S bond fund (75%) and from the Ventura County Innovates Career and Technology Education grant (25%).
2. Do not ratify the award of a technology equipment purchase contract.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 23, 2019

Ratify Award of Measure S Purchase Contract,
Project 18-42S, Computers-on-Wheels for
Art Classes at Medea Creek Middle School
Page 2

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

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

Technology Resource Request Form
MCMS Art COW Laptops - Proj. 18-42S
(Original Governing Board authorization 10/16/2018)

1) Name of Administrator making request: Brad Benioff

2) Date Request Submitted: 9/26/2018

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

I am requesting a new COW of MacBooks for our New Media Art classes and other Tech classes such as Robotics and Animation. One of our current COWs is “dying” as the operating systems are aging out. (2011 vintage MacBook Pros)

REVISION (12/10/2018 meeting with Malia Cadle, Enoch Kwok, Ellen Chevalier): The originally proposed Apple MacBook Air laptop is no longer offered for sale by Apple. After considering four alternatives using currently shipped next gen MacBook Airs, MacBook Pros, and iPad Pro’s, it was decided that the best path forward would be to procure 12.9” iPad Pros with 2nd Generation Apple Pencils and 3rd Generation Apple iPad Pro Keyboard Folio covers. Fortunately, this can be accomplished for approximately the same estimate.

Key to this decision was the announcement by Adobe at Apple’s recent product unveiling that they are going to release Adobe Photoshop and other Adobe programs as native iPad apps in 2019. The iPad Pro’s with Apple Pencil stylus are a much more natural input method for Photo editing than a laptop with a mouse (or graphics tablet), and the iPad cloud-based storage options make it easier to manage student data files than on the limited space on a laptop.

Purchase may also include dongles/adapters to convert the iPad’s USB-C port into legacy ports (USB-A, headphones, HDMI, SD Card readers, etc.)

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

Students in the New Media Art classes use the MacBooks extensively, with software that is not supported by Chromebooks or iPads. Adobe Photoshop, Sketch Up, 3D modeling.... The Robotics and Animation classes often need to utilize COW laptops as well.

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

We currently have two (2) COWs for the use in these classes (40 laptops), but one is becoming almost useless (2011 MacBook Pros - they cannot run the current Adobe Photoshop or Adobe Suite of software). We can still utilize the other COW and are just requesting the replacement of one.

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

The approximate cost given to us by the Tech Department is around \$40,000. Ms. Cadle, through the VC Innovates Grant has \$10,000 that could be budgeted towards the new COW, leaving a balance to cover of about \$30,000.

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

Malia Cadle, Catherine Steiner, and Barbara Wechter.

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

As soon as possible. Ms. Cadle is making due with the current computers but they are becoming more and more slow and impacting the projects of the students.

Proposal 2103547469

Proposer: Enoch Kwok

Thank you for your proposal dated 12/10/2018. The details we've provided below are based on the terms assigned to account 23663, OAK PARK USD.

To access this proposal online, please search by referencing proposal number 2103547469.

Comments from Proposer:

iPad Pro 12.9/512GB with Pencil Gen2 and Keyboard Folio Gen3

Part Number	Description	Total Quantity	Unit Price	Total Price
MTFP2LL/A	12.9-inch iPad Pro Wi-Fi 512GB - Space Gray	21	1,299.00	27,279.00 USD
			Recycle Fee	105.00 USD
S6561LL/A	3-Year AppleCare+ for iPad Pro	21	129.00	2,709.00 USD
MU8F2AM/A	Apple Pencil (2nd Generation)	21	119.00	2,499.00 USD
MU8H2LL/A	Smart Keyboard Folio for 12.9-inch iPad Pro (3rd Generation)	21	199.00	4,179.00 USD
Subtotal				36,771.00 USD
Estimated Tax				2,461.89 USD
Total				39,232.89 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

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TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

SUBJECT: B.2.e. AUTHORIZE PROJECT 18-49F, IMACS FOR TECH LAB AT MEDEA CREEK MIDDLE SCHOOL, AND RATIFY RELATED EQUIPMENT PURCHASE CONTRACT

ACTION

ISSUE: Shall the Board authorize Project 18-49F, iMacs for Tech Lab at Medea Creek Middle School, and ratify the related equipment purchase contract, to be jointly funded from the Measure S bond fund and from the Ventura County Innovates Career and Technology Education grant?

BACKGROUND: The Board of Education is respectfully requested to authorize Measure S Technology Project 18-49F, iMacs for Tech Lab at Medea Creek Middle School. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report. The request has been reviewed and approved by the Measure S Planning Subcommittee, who recommends establishing a budget of \$20,000 for this project, funded 50% from the Measure S bond fund and 50% from the Ventura County Innovates Career and Technology Education grant. In December, the site principal, District Technology Committee, and Director of Educational Technology and Information Systems provided strong recommendation to the Measure S Planning Subcommittee to acquire the equipment in time for the start of second semester. The Subcommittee concurred, and as a matter of urgency, recommended the acceptance of the following proposal from Apple Inc., in the amount of \$17,459.07. As the full Measure S Committee did not meet until January 7, 2019, and the iMacs were needed in time for the start of second semester at the beginning of January, it is respectfully requested that the Board approve this action as recommended by Measure S Planning Subcommittee.

ALTERNATIVES:

1. Authorize Project 18-49F, iMacs for Tech Lab at Medea Creek Middle School, establishing a budget of \$20,000, and ratify the related equipment purchase contract with Apple Inc., in the amount of \$17,459.07, to be jointly funded from the Measure S bond fund and from the Ventura County Innovates Career and Technology Education grant.
2. Do not authorize this project and ratify the related purchase contract.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 23, 2019

Authorize Project 18-49F, iMacs for Tech Lab at
Medea Creek Middle School, and Ratify Related
Equipment Purchase Contract
Page 2

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

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

Technology Resource Request Form
MCMS iMacs for Tech Lab
Project 18-49F

This form should be completed by a site or district level administrator to request a new allocation of technology equipment for classroom/school use, or for the expenditure of district funds (not site-based funds) to purchase new technology equipment. A copy of the completed form (renamed to the school site and request purpose - for example "OHES Request for 5 new 3D printers 2018-09-24) shall be submitted via email to the Director of Technology (ekwok@opusd.org)

1) Name of Administrator making request: Brad Benioff

2) Date Request Submitted: 12/5/2018

3) Describe specific equipment and or software/service requested (include quantities):
Seven (7) iMac Desktop Computers

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

The tech lab currently has 28 desktops. The classes currently have anywhere from 32-35 students in them. In order to provide 1-1 instruction in these classes, including Computer Programming with Scratch, Computer Applications and Tech Investigations, we need additional desktops. We are requesting 7 to bring the total in the lab up to 35. We think there will be some VCI funds (the amount is very uncertain at this point) that can be used to supplement the cost of the computers.

As of right now, at least one class next semester has 35 students in it. This semester I have a class with 32 and one with 33 - we've been using very old laptops to augment the class.

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

6) Provide an estimate of the total cost of acquiring this technology resource.
\$20,000

7) Identify who will be responsible to manage and take care of this equipment.
Catherine Steiner and Barbara Wechter

8) What is the requested time frame for acquiring these resources?
If possible by January 8, 2019

Proposal 2103548513

Proposer: Enoch Kwok

Thank you for your proposal dated 12/10/2018. The details we've provided below are based on the terms assigned to account 23663, OAK PARK USD.

To access this proposal online, please search by referencing proposal number 2103548513.

Comments from Proposer:

7 iMac Desktops for MCMS D1-Tech Lab

Part Number	Description	Total Quantity	Unit Price	Total Price
Z0TL	21.5-inch iMac with Retina 4K display	7	2,209.00	15,463.00 USD
	3.4GHz quad-core Intel Core i5, Turbo Boost up to 3.8GHz		Recycle Fee	42.00 USD
	16GB 2400MHz DDR4			
	1TB SSD			
	Radeon Pro 560 with 4GB video memory			
	Apple Magic Mouse 2			
	Magic Keyboard (English) / User's Guide (English)			
S6126LL/A	AppleCare+ for iMac	7	119.00	833.00 USD
Subtotal				16,338.00 USD
Estimated Tax				1,121.07 USD
Total				17,459.07 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

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Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

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TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.2.f. RATIFY MEASURE R CONSTRUCTION CONTRACT,
PROJECT 17-03R – ART COURT FACILITY IMPROVEMENTS
AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board ratify a construction contract with Hughes General Engineering, Inc., in connection with Project 17-03R – Art Court Facility Improvements at Oak Park High School?

BACKGROUND: At its meeting on February 21, 2017, the Board of Education authorized Project 17-03R – Art Court Facility Improvements at Oak Park High School, establishing a budget of \$112,000 including related soft costs, to be funded from the Measure R bond fund. After lengthy revisions to the project scope, plan approval from the Division of the State Architect (DSA) was received on August 6, 2018. In order to minimize the impact on the educational program, Administration and Construction Management found it essential to expedite contracts for this project. The Board is respectfully requested to ratify the award of the accompanying contract for this project to the following company on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Hughes General Engineering	Drainage/Concrete Work	\$ 16,170	Measure R

FISCAL IMPACT: The cost of the proposed contract is included and within the Board-approved project budget.

ALTERNATIVES:

1. Ratify a construction contract in connection with Measure R Project 17-03R, Art Court Facility Improvements at Oak Park High School, to Hughes General Engineering, Inc., in the amount of \$16,170, to be funded from the Measure R bond fund.
2. Do not ratify the contract.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 23, 2019

Ratify Measure R Construction Contracts, Project 17-03R

Art Court Facility Improvements at Oak Park High School

Page 2

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

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

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



PROPOSAL AND CONTRACT
Page 1 of 3

To: Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377
Attn: Keith Henderson

Date: December 11, 2018
Phone: (805) 264-4133
Email: khenderson@opusd.org

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

Description of Property: <u>Oak Park High School - Trench Drain Installation</u>		
<u>899 Kanan Rd</u>	<u>Oak Park</u>	<u>Ventura</u>
Street Address	City	County

Description of Work: Saw cut and remove concrete to receive approximately 60lf of new trench drain. Includes haul off of all spoils, epoxy dowel into existing concrete, install #4 rebar at 18" OCEW, place and finish 4" of concrete, approximately 440sf. Install approximately 60lf of 3" STR35 drain pipe to existing catch basin. Modify catch basin as needed.

Add new 12x12 frame and grade box. Remove additional 175 sq.ft. of deteriorated concrete.

This Proposal is Based on Prevailing Wages.

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS:	\$	16,170.00
--	-----------	------------------

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

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

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

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

ACCEPTANCE

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

Accepted: _____ **Date:** _____

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

<input checked="" type="checkbox"/>	No Surveying	<input type="checkbox"/>	No Compaction	<input checked="" type="checkbox"/>	No Block	<input checked="" type="checkbox"/>	No Waterproofing
<input type="checkbox"/>	No Demo	<input type="checkbox"/>	No Haul Off	<input checked="" type="checkbox"/>	No Backfill	<input type="checkbox"/>	No Rebar
<input checked="" type="checkbox"/>	No Over Excavation	<input checked="" type="checkbox"/>	No Sub Grade	<input checked="" type="checkbox"/>	No Drainage	<input type="checkbox"/>	No Grading
<input checked="" type="checkbox"/>	No Re-Compaction	<input checked="" type="checkbox"/>	No Handrails	<input checked="" type="checkbox"/>	No Shoring	<input checked="" type="checkbox"/>	No Traffic Control
<input checked="" type="checkbox"/>	No Bollards	<input checked="" type="checkbox"/>	No Handrail Inserts	<input checked="" type="checkbox"/>	No Asphalt	<input checked="" type="checkbox"/>	No Permits
<input type="checkbox"/>	No Saw Cutting	<input checked="" type="checkbox"/>	No Dewatering	<input checked="" type="checkbox"/>	No Soil Testing	<input checked="" type="checkbox"/>	No Temporary Fencing
<input checked="" type="checkbox"/>	No Relocation of Fencing	<input checked="" type="checkbox"/>	No Fence Footings	<input checked="" type="checkbox"/>	No SWPPS	<input checked="" type="checkbox"/>	No Bonds
<input checked="" type="checkbox"/>	No Inspection Fees	<input type="checkbox"/>	No Hardscape	<input checked="" type="checkbox"/>	No Base	<input checked="" type="checkbox"/>	No Special Imbeds
<input checked="" type="checkbox"/>	No Clear & Grubbing	<input checked="" type="checkbox"/>	No Striping	<input checked="" type="checkbox"/>	No Signage	<input checked="" type="checkbox"/>	No Root Barrier
<input checked="" type="checkbox"/>	No Templates	<input checked="" type="checkbox"/>	No Concrete Sealant	<input checked="" type="checkbox"/>	No Irrigation	<input checked="" type="checkbox"/>	No Root Removal
<input checked="" type="checkbox"/>	No Plumbing Trenches	<input checked="" type="checkbox"/>	No Storm Drain	<input checked="" type="checkbox"/>	No Sewer	<input checked="" type="checkbox"/>	No Landscaping
<input checked="" type="checkbox"/>	No Electrical	<input checked="" type="checkbox"/>	No Light Standard	<input checked="" type="checkbox"/>	No Trash Enclosure	<input checked="" type="checkbox"/>	No Structural Steel
<input checked="" type="checkbox"/>	No Electrical Trenches	<input checked="" type="checkbox"/>	No French Drain	<input checked="" type="checkbox"/>	No Utility or Underground Concrete Patchback		
<input checked="" type="checkbox"/>	No Truncated Dome Tile	<input checked="" type="checkbox"/>	No Stucco	<input checked="" type="checkbox"/>	No Paint	<input checked="" type="checkbox"/>	No Sealed Concrete Flooring
<input type="checkbox"/>	No Trench Drain	<input checked="" type="checkbox"/>	No Drainage Inlets	<input checked="" type="checkbox"/>	No Catch Basins	<input checked="" type="checkbox"/>	No Special Concrete Sealing
<input checked="" type="checkbox"/>	No Fossil Filters	<input checked="" type="checkbox"/>	No Sprinklers	<input checked="" type="checkbox"/>	No Caulking Sealant	<input type="checkbox"/>	No Dowels of any kind

TERMS AND CONDITIONS

1. ACCEPTANCE

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

2. ENTIRE AGREEMENT AND AMENDMENTS

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

3. GUARANTEE

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

- ☑ Such guarantee is limited to a guarantee that such work has been done in a work like manner.
- ☑ Such guarantee is limited to a period of one year from date of completion.
- ☑ Such guarantee is upon the condition that the work is put to only natural, ordinary and proper uses, and the burden of the proof shall be upon Buyer to show such uses were natural, ordinary and proper.
- ☑ The Seller shall take no responsibility, and any such guarantee shall not cover or extend to any failures of or defects in the work which were caused by defective and/or improper work and/or slow preparation, by the Buyer or other contactors or subcontractors under the Buyer, or for defects or damage occasioned by storm, rain, flood, vandalism, or other acts beyond the control of the Seller. In the event of dispute upon this matter, the burden of proof shall be upon the Buyer to show that such failure or defects or damage in the work were not occasioned by the work of others or by the God as foresaid. In the event that the contract on the reverse hereof provides for the use of weed killer and guaranteed the results of such use, then such guarantee applies only to surface weeds. Any deep rooted weed plant or other growth are not guaranteed killed, unless expressly set out to the contrary on the contract on the reverse side.

4. ACCEPTANCE OF WORK

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

5. FEES AND CHARGES

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

6. ACTS OF GOD, ETC.

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

7. COLLECTION

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

8. ASSIGNMENT

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

9. PLANS AND SPECIFICATIONS

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

10. DAMAGE TO UNDERGROUND INSTALLATIONS

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

11. PAYMENTS

All work completed in any one month will be billed by the 25th of said month with payment of 95% due by the 10th of the following month. The remaining 5% (retention) is due and payable not later than 35 days from completion of our contract items of work. Time materials (Rental) if required, to be paid in full monthly, with no retention held. Interest at the rate of 1 ¼% per month shall be charged on all overdue accounts.

12. GRADES

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

13. Termination

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.2.g. MEASURE S BOND FACILITY PROJECTS - DISCUSSION OF
CAMPUS FENCING AND SECURITY CONSIDERATIONS**

INFORMATION/DISCUSSION

ISSUE: Shall the Board receive information and discuss campus fencing and security considerations for Measure S Bond facility construction and modernization projects?

BACKGROUND: At its meeting on January 7, 2019, the Measure S Planning Committee engaged in considerable discussion pertaining to campus fencing and security considerations for Measure S Bond facility construction and modernization projects. The discussion provided many ideas and several recommendations. Administration will share those recommendations with the Board at this evening's meeting, seeking the Board's further input and direction to staff.

FISCAL IMPACT: None; discussion only.

ALTERNATIVES:

1. After discussion, provide input and direction to staff pertaining to campus fencing and security considerations for Measure S Bond facility construction and modernization projects.
2. Do not provide input and direction to staff.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

SUBJECT: B.2.h. APPROVE SUBMITTAL OF CALIFORNIA DEPARTMENT OF EDUCATION FORM J13A, REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS

ACTION

ISSUE: Shall the Board approve submittal of CDE Form J13A to the California Department of Education (CDE), to obtain allowance for average daily attendance (ADA) and instructional time credit, due to emergency conditions created by the Woolsey Fire in November, 2018?

BACKGROUND: On the evening of November 8, 2018, the devastating Woolsey Fire swept through Ventura County, and more particularly, the community of Oak Park. Acting Governor Gavin Newsom declared a state of emergency in Ventura County on November 9, 2018, and all OPUSD schools were closed from November 9 through 25, 2018. Education Code Section 46392 allows the Superintendent of Public Instruction to grant normal apportionment credit to districts in emergencies in instance when one or more schools experience a material decrease in attendance because of extraordinary conditions. Education Code 46392 section 8(b) states: In the event a state of emergency is declared by the Governor in a county, a decrease in average daily attendance in the county below the approximate total average daily attendance that would have been credited to a school district, had the state of emergency not occurred, shall be deemed material. It is the recommendation of staff that the Board authorize the submittal of Form J13A to CDE to obtain allowance for average daily attendance and instructional time credit.

FISCAL IMPACT: None; upon approval by the California Department of Education, the effect to the District would remain revenue neutral.

ALTERNATIVES:

1. Approve submittal of Form J13A to CDE to obtain allowance for average daily attendance (ADA) and instructional time credit due to emergency conditions caused by the Woolsey Fire.
2. Do not approve submittal of CDE Form J13A.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 23, 2019

Approve Submittal of CDE Form J13A, Request for
Allowance of Attendance Due to Emergency Conditions
Page 2

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

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

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/f13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Oak Park Unified School District		COUNTY CODE: 56	DISTRICT CODE: 73874	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Dr. Anthony Knight, Superintendent			FISCAL YEAR: 2018-2019	
ADDRESS: 5801 Conifer Street		COUNTY NAME: Ventura		
CITY: Oak Park		STATE: California	ZIP CODE: 91377	
CONTACT NAME: Byron Jones	TITLE: Senior Accountant	PHONE: 818-735-3244	E-MAIL: bsjones@opusd.org	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
--	---	--

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

<input checked="" type="checkbox"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in <i>EC</i> Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per <i>EC</i> Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to <i>EC</i> Section 46200, et seq. <input checked="" type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of <i>EC</i> Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in <i>EC</i> Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to <i>EC</i> Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>

SECTION B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☒ Supplemental Page(s) Attached

On November 8th, 2018 the Woolsey Fire broke out near Simi Valley, spreading to Oak Park due to gusty winds that measured 50 to 60 mph, with mandatory evacuations being placed and a State of Emergency declared by acting Governor Newsom on November 9th. Due to poor air quality, and in consideration of students and staff safety, the school district remained closed through November 16th while assessments, cleaning, and sanitizing of all classrooms and buildings were made to ensure indoor air quality for both students and staff.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Brookside Elementary School	6055677	Traditional	180	0	0	11/9/18, 11/13-11/16/18	11/9/18, 11/13-11/16/18	5
Oak Hills Elementary School	6107528	Traditional	180	0	0	11/9/18, 11/13-11/16/18	11/9/18, 11/13-11/16/18	5
Red Oak Elementary School	6111496	Traditional	180	0	0	11/9/18, 11/13-11/16/18	11/9/18, 11/13-11/16/18	5
Medea Creek Middle School	6098255	Traditional	180	0	0	11/9/18, 11/13-11/16/18	11/9/18, 11/13-11/16/18	5
Oak Park High School	5630132	Traditional	180	0	0	11/9/18, 11/13-11/16/18	11/9/18, 11/13-11/16/18	5
Oak View High School	5630199	Continuation	180	0	0	11/9/18, 11/13-11/16/18	11/9/18, 11/13-11/16/18	5
Oak Park Independent School	5630256	Indep. Study	180	0	0	11/9/18, 11/13-11/16/18	11/9/18, 11/13-11/16/18	5

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION C: MATERIAL DECREASE

☒ Not Applicable (Proceed to Section D)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/f13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/f13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☒ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Oak Park Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Denise Helfstein, President

Barbara Laifman, Vice President

Allen Rosen, Clerk

Drew Hazelton, Member

Derek Ross, Member

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this _____ day of _____.

Witness: _____ Title: _____ of _____ County, California
(Name) (Signature)

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ Authorizing LEA Name: _____
(Name) (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____.

Witness: _____ Title: _____ of _____ County, California
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

CA



Office of Governor
Edmund G. Brown Jr.

Acting Governor Newsom Declares State of Emergency in Los Angeles and Ventura Counties Due to Fires

Published: Nov 09, 2018

SACRAMENTO – Acting Governor Gavin Newsom today issued an emergency proclamation for Los Angeles and Ventura counties due to the effects of the Hill and Woolsey fires, which have destroyed homes, threatened critical infrastructure and caused the evacuation of residents.

Yesterday, Acting Governor Newsom issued an emergency proclamation for Butte County due to the effects of the Camp Fire, and sent a letter to the President and Federal Emergency Management Agency requesting a Presidential Emergency Declaration for Direct Federal Assistance to support the communities impacted by wildfires burning across the state, including the Camp, Hill, Woolsey and Nurse fires.

The full text of today's proclamation is below:



PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS on November 8, 2018, the Hill Fire and Woolsey Fire began burning in Ventura County and continue to burn; and

WHEREAS the Woolsey Fire has crossed into Los Angeles County; and

WHEREAS these fires have destroyed homes and continue to threaten additional homes and other structures, necessitating the evacuation of tens of thousands of residents; and

WHEREAS these fires have forced the closure of roadways and continue to threaten critical infrastructure; and

WHEREAS high temperatures, low humidity, and erratic winds have further increased the spread of these fires; and

WHEREAS the Federal Emergency Management Agency has approved a Fire Management Assistant Grant to assist with the mitigation, management, and control of the Hill Fire and Woolsey Fire; and

WHEREAS the circumstances of these fires, by reason of its magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

WHEREAS under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exists in Los Angeles and Ventura counties due to these fires; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of these fires.

NOW, THEREFORE, I, GAVIN NEWSOM, Acting Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Los Angeles and Ventura counties due to the Hill and Woolsey Fires.

IT IS HEREBY ORDERED THAT:

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all citizens are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. The Office of Emergency Services shall provide local government assistance to Los Angeles and Ventura counties, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of the Hill Fire and Woolsey Fire. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of the Hill Fire and Woolsey Fire.
4. The provisions of Unemployment Insurance Code section 1253 imposing a one-week waiting period for unemployment insurance applicants are suspended as to all applicants who are unemployed as a direct result of the Hill Fire or Woolsey Fire, who applied for unemployment insurance benefits during the time period beginning November 8, 2018, and ending on the close of business on May 8, 2019, and who are otherwise eligible for unemployment insurance benefits.
5. Vehicle Code sections 9265(a), 9867, 14901, 14902, and 15255.2, requiring the imposition of fees, are suspended with regard to any request for replacement of a driver's identification card, vehicle registration certificate, or certificate of title, by any individual who lost such records as a result of the Hill Fire or Woolsey Fire. Such records shall be replaced without charge.
6. The provisions of Vehicle Code sections 4602 and 5902, requiring the timely registration or transfer of title are suspended with regard to any registration or transfer of title by any resident of Los Angeles County or Ventura County who is unable to comply with those requirements as a result of the Hill Fire and Woolsey Fire. The time covered by this suspension shall not be included in calculating any late penalty pursuant to Vehicle Code section 9554.

7. Health and Safety Code sections 103525.5 and 103625, and Penal Code section 14251, requiring the imposition of fees are hereby suspended with regard to any request for copies of certificates of birth, death, marriage, and dissolution of marriage records, by any individual who lost such records as a result of the Hill Fire or Woolsey Fire. Such copies shall be provided without charge.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 9th day of November 2018.

GAVIN NEWSOM

Acting Governor of California

ATTEST:

ALEX PADILLA

Secretary of State

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Latest News

Governor Brown Announces Appointments

Governor Brown Issues Statement on Death of Newman Police Corporal

Governor Brown Grants Executive Clemency

Governor Brown Announces Appointments



Byron Jones <bsjones@opusd.org>

[vc-chiefacct] FW: [superintendents-county] State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue

1 message

Misty Key <MKey@vcoe.org>

Mon, Nov 19, 2018 at 9:14 AM

Reply-To: Ventura County Chief Accountants <vc-chiefacct@lists.vcoe.org>

To: Chief Accountants List Serve <vc-chiefacct@lists.vcoe.org>

Greetings from the Ventura County Chief Accountants' ListServ

From: Misty Key

Sent: Monday, November 19, 2018 9:14 AM

To: Ventura County Schools - CBO's (vcs-cbos@lists.vcoe.org) <vcs-cbos@lists.vcoe.org>

Subject: FW: [superintendents-county] State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue

Hi,

Good news and a little assurance during this difficult time. If your district will be filing a J13-A claim for closure or low attendance related to the recent fires, you might consider including this news release with the back up to your claim.

Misty

----- Original message -----

From: COMMUNICATIONS <COMMUNICATIONS@cde.ca.gov>

Date: 11/16/18 3:58 PM (GMT-08:00)

To: Stan Mantooth <mantooth@vcoe.org>

Subject: [superintendents-county] State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue



CALIFORNIA DEPARTMENT OF EDUCATION

NEWS RELEASE

TOM TORLAKSON
State Superintendent
of Public Instruction

REL#18-75

CONTACT: Jonathan Mendick

FOR IMMEDIATE RELEASE

PHONE: 916-319-0818

State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue

SACRAMENTO— State Superintendent of Public Instruction Tom Torlakson today reminded educators who close schools because of dangerous air quality that they can apply for a waiver to ensure they do not lose funding because of a drop in attendance. He also pledged that they would be assisted by administrators from the California Department of Education.

State law allows schools to continue to receive state funds from the Local Control Funding Formula (LCFF) if they have to close because of a natural disaster such as floods, fires, earthquakes or other extraordinary conditions, such as hazardous air quality

The California Department of Education does not keep precise numbers of school closings, but schools are closed in 22 counties.

"The tragic wildfires in California that have caused so much heartbreaking destruction and loss of life are continuing to harm some of our schools and communities," Torlakson said. "I want to thank school districts for acting to protect educators and students, and to let them know that the California Department of Education will assist them in any way that we can. Safety must come first for students, teachers, and staff."

Torlakson also encouraged schools facing poor air quality to keep students indoors during recess and meals. Air quality information is available at the AirNow website, and wildfire information is available from the CAL FIRE website.

Approval of school closures and material decrease in attendance may be requested by submitting a Form J-13A. For more guidance on the J-13A submittal and approval process, see the CDE's Form J-13A web page. More information about recovery resources is available from the CDE's School Disaster Recovery web page, and at this CalOES web page. Find more information regarding health and the effects of smoke and ash at the CalEPA website. Any impacted school or local education agency can contact EmergencyServices@cde.ca.gov to connect with the CDE team.

Counties where one or more schools are closed:

Alameda County

Butte County

Colusa County

Contra Costa County

Glenn County

Lake County

Los Angeles County

Marin County

Napa County

Nevada County

Placer County

Solano County

Sonoma County

Sacramento County

San Francisco County

San Joaquin County

San Mateo County

Santa Clara County

Sutter County

Ventura County

Yolo County

Yuba County

Please contact your local school, district or county for the latest closure information.

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The California Department of Education is a state agency led by State Superintendent of Public Instruction Tom Torlakson. For more information, please visit the California Department of Education's Web site or by mobile device. You may also follow Superintendent Torlakson on Twitter, Facebook, and YouTube.

You are currently subscribed to "vc-chiefacct." To unsubscribe send a blank email to vc-chiefacct-unsubscribe@lists.vcoe.org



Byron Jones <bsjones@opusd.org>

Oak Park Schools RECOVERY UPDATE

1 message

OAK PARK UNIFIED SCHOOL DISTRICT <donotreply@opusd.org>

Thu, Nov 15, 2018 at 3:24 PM

Reply-To: donotreply@opusd.org

To: bsjones@opusd.org

RECOVERY UPDATE

EDUCATING COMPASSIONATE AND CREATIVE GLOBAL CITIZENS

Dear OPUSD Families,

I wanted to let you all know that we are in recovery mode. The extensive cleaning and sanitizing process is well underway in our schools and I wanted to give you an update on a few items below:

SCHOOL CALENDAR

The 5 days missed due to the closure will not be made up. We will follow the rest of the school calendar as planned. The first semester at OPHS will end as usual on December 21. The Board Policy that prohibits homework, projects, and assignments in K-12 over the Winter Break will remain in effect.

WHEN SCHOOL REOPENS

When schools reopen on Monday, November 26, we are making plans to have our counselors and psychologists available to any students who need support. Not only will counselors and psychologists be available, but we also plan to host a parent night where we will provide information on the best ways to speak to your children on tough topics, such as the Borderline shooting and the fires. We know that 40 of our students lost their homes in the fire. We also recognize that their friends and classmates will also be upset for them. For immediate information on assisting children who have been impacted by the

wildfires, please go to Oak Park Connects, our district website for resources and information. <http://www.opusd.org/OPconnects>

HOMEWORK DUE

Teachers will be understanding related to homework assignments and tests that may be due upon our return. If you are relocated or impacted by the fire or your child is experiencing emotional stress, please contact your child's teacher(s), or have your child communicate with the teacher(s) if additional time to submit assignments is needed.

CLASSROOM FISH AND PLANTS

We are caring for classroom aquariums and watering plants. We want children to return to school to find normalcy. If your child is in a classroom with fish, please let them know that they are all fine, well-fed, and happy.

HELPING

Many people have contacted us and want to help in some way. The best thing anyone can do right now is to donate to our impacted families via our single GoFundMe page. The need is tremendous. We are contacting families and are already distributing funds. Here is the link: <http://gf.me/u/nn5u67>

RECOVERY INFORMATION

If you have questions about disaster recovery, damaged property, air quality, debris removal, housing, etc. Please visit: <http://venturacountyrecovers.org>

I sincerely hope that those of you who have been evacuated from your homes are in the process of returning. For those who lost their homes, it is difficult to find words to comfort you. However, you should all know that we are here to help in any way that we can. I would also like to say THANK YOU to our First Responders for their heroic efforts. They put their lives on the line as they do every day and saved our schools and community.

Dr. Tony Knight
Superintendent

1/2/2019

Oak Park Unified School District Mail - Oak Park Schools RECOVERY UPDATE

Oak Park Unified School District would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Oak Park Unified School District directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.



Byron Jones <bsjones@opusd.org>

SCHOOL CLOSED TUESDAY

1 message

OAK PARK UNIFIED SCHOOL DISTRICT <donotreply@opusd.org>

Sun, Nov 11, 2018 at 11:09 AM

Reply-To: donotreply@opusd.org

To: bsjones@opusd.org

ALL OPUSD SCHOOLS CLOSED THROUGH TUESDAY

EDUCATING COMPASSIONATE AND CREATIVE GLOBAL CITIZENS

Dear Parents,

ALL Oak Park Schools will remain closed through Tuesday, November 13. Of course, this closure includes the Club Oak Park childcare program as well. There are several factors involved, but mainly we are in the middle of an assessment of all classrooms and buildings to ensure indoor air quality is safe for students and staff. We know at this time that some mitigation efforts will be required. Oak Park remains under a MANDATORY EVACUATION order. Even though the 101 is expected open later today, all exits into our area will remain closed according to the California Highway Patrol.

We will send you updates as we have more information but appreciate your patience and cooperation. Authorities have been clear that no one should enter the Oak Park area at this time as it is under an evacuation order and winds are picking up and are expected to remain strong through Tuesday.

The following are links to updated information about the fires:

<https://www.vcemergency.com>

This one has information about comforting children and other resources:

<https://www.vcoe.org/Wildfire-Resources>

1/2/2019

Oak Park Unified School District Mail - SCHOOL CLOSED TUESDAY

Thank You,

Dr. Tony Knight
Superintendent

Oak Park Unified School District would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Oak Park Unified School District directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.



Byron Jones <bsjones@opusd.org>

School Closure Friday, November 9

1 message

OAK PARK UNIFIED SCHOOL DISTRICT <noreply@opusd.org>
Reply-To: OAK PARK UNIFIED SCHOOL DISTRICT <noreply@opusd.org>
To: bsjones@opusd.org

Thu, Nov 8, 2018 at 7:42 PM

ALL Oak Park Schools, including Club Oak Park Child Care, and the Oak Park Neighborhood Preschool will be closed tomorrow, Friday, November 9 due to mandatory evacuations for the Oak Park area. Fire danger and intense smoke are expected in the area overnight and into tomorrow.

Dr. Tony Knight
Superintendent

Oak Park Unified School District would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Oak Park Unified School District directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: http://track.spe.schoolmessenger.com/f/a/_1TCIU8OGioGelQn_cmbWw~/AAAAAQA~/RgRdxjWuP0RJaHR0cHM6Ly9nbY5zY2hvb2xtZXNzZW5nZXluY29tLyMvdW5zdWJzY3JpYmUvNjY3My9Zbk5xYjI1bGMwQnZjSFZ6WkM1dmNtY1cHc2Nob29sbUIKAAAUuVbx1Y3hVIRYnNqb25lc0BvcHVzZC5vcmdYBAAAAAE~

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students, and staff through voice, SMS text, email, and social media.

OAK PARK UNIFIED SCHOOL DISTRICT - Board Approved 1-16-2018

JULY 2018 - JUNE 2019 - STUDENT/TEACHER CALENDAR

JULY 2018

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

4 Independence Day

JANUARY 2019

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

1-4 Winter Break

7 Teacher Prep Day (Secondary)

Elementary Students in School

Secondary Students Off

21 MLK Day

17 Days

AUGUST 2018

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

2 K-12 Staff Development

3 K-12 Staff Development

6 K-12 Teacher Prep Day

7 First School Day

19 Days

FEBRUARY 2019

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

15 - Staff Development

(Optional Buy Back Day)

18 Presidents Day

18 Days

SEPTEMBER 2018

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

3 Labor Day

10 Local Holiday

19 Local Holiday

17 Days

MARCH 2019

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

5-8 Elementary Min/Conf Days

21 Days

OCTOBER 2018

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

15 Teacher Prep Day (Elementary)

Secondary Students in School

Elementary Students Off

23 - 30 OHES/ROES Conf. Days/Min Days

26-31 BES Conf. Days/Minimum Days

23 Days

APRIL 2019

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

15 -22 Spring Break

16 Days

NOVEMBER 2018

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

1-2 BES Conf. Days/Minimum Days

7 Special Minimum Day

12 Veterans Day

19-22,23 Local Holiday

22 Thanksgiving

16 Days

MAY 2019

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

24 End Sem 2/Last Day of School

27 Memorial Day

18 Days

91 days/E, 90 Days/S

DECEMBER 2018

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

21 End of Semester 1

24-31 Winter Break

15 Days

89 days/E, 90 Days/S

JUNE 2019

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

Denotes School Holiday

Denotes Beginning and End of school

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

OAK PARK UNIFIED SCHOOL DISTRICT 2018/2019 SCHOOL ATTENDANCE CALENDAR

August 2018																															
Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
July	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31									
Aug.			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	End of Mo 1	Month 1				
				K-12 Staff Dev	K-12 Staff Dev	K-12 Tch Prep	First Day																			19					
Sept.	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						End of Mo 2	Month 2				
	H				AD	H						H														17					
Oct.	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			End of Mo 3	Month 3				
					AD						Elem Prep K-5															20					
Nov.				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	AD	Month 4				
					AD						H					X	X	H	H	H					AD	14					
																			End of Mo 4												
Dec.	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Month 5					
															End of Mo 5 AD	X	X	X	X	X	X					20					
Jan.		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		Month 6					
		< Winter Break >				Sec Prep 6-12										H									18						
		X	X	X	X	First Day to VCOE																									
Feb.					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28		Month 7					
					End of Mo 6					AD						Staff Dev	H														
Mar.					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Month 8					
					End of Mo 7					AD														End of Mo 8	20						
Apr.	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Month 9					
					AD						X	X	X	X	X	X				End of Mo 9						14					
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Month 10					
					AD															End of Mo 10 Last Day	H			AD	20						
																									180						

Classified Holidays

07/04 Independence Day	11/22 Thanksgiving	12/31 Local Holiday	02/18 Presidents Day	X = no teachers or students
09/03 Labor Day	11/23 Local Holiday	01/01 Local Holiday	04/19 Local Holiday	AD = Attendance due
11/12 Veterans Day	12/24 Local Holiday	01/21 MLK Day	05/27 Memorial Day	*Students attend 180 days
11/21 Local Holiday	12/25 Local Holiday	02/15 Local Holiday		

Staff Development Days First/Last Day of School School Holiday End of Attendance Month

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.2.i. ACCEPT ANNUAL FINANCIAL AUDIT REPORT FOR FISCAL YEAR 2017-18

ACTION

ISSUE: Shall the Board receive and accept the annual financial audit report for fiscal year 2017-18?

BACKGROUND: As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2018. The audit report, prepared by the accounting firm of Christy White Accountancy Corp., may be accessed at the following link: <https://goo.gl/AMAQdK>

It is anticipated that the financial and performance audits of the District's three bond funds, Fund 211 (Measure S), Fund 212 (Measure C6), and Fund 213 (Measure R) will be presented to the Board at its February meeting. The 2017-18 audit reports for two selected auxiliary organizations will also be included in the February agenda.

FISCAL IMPACT: None; the Annual Financial Audit Report is generated in compliance with EC 41020 and Article XIII.B of the State Constitution.

ALTERNATIVES: 1. Accept as record the 2017-18 annual financial audit report.
2. Do not accept the 2017-18 annual financial audit 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.2.j APPROVE SB 1029 BOND DEBT TRANSPARENCY REPORT

ACTION

ISSUE: Shall the Board Approve the District’s 2018 SB 1029 Bond Debt Transparency Report?

BACKGROUND: Passed by the California State Legislature in 2016, Senate Bill 1029 requires public agencies that have issued debt to electronically file an Annual Debt Transparency Report. These reports are to include information such as changes to amount of debt authorized, any lapsed authorization, debt issued and repaid, and spending of proceeds. The report must be filed with the California Debt and Investment Advisory Commission (“CDIAC”) no later than January 31 for each bond or note issuance sold in the preceding fiscal year.

OPUSD consultant Dale Scott & Company (DS&C) has prepared the accompanying report for the Board’s review and approval for submittal to CDIAC by January 31, 2019, in compliance with SB 1029 requirements.

FISCAL IMPACT: None; the report is prepared and presented as required by SB 1029.

ALTERNATIVES:

1. Approve the District’s 2018 SB 1029 Bond Debt Transparency Report.
2. Do not approve the SB 1029 Bond Debt Transparency 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	_____	_____	_____	_____

Submitted:

Tuesday, January 08, 2019

08:08:24AM

CDIAC Number:

2017-0034

Information as of Reporting Year End :

6/30/2018

**STATE OF CALIFORNIA
ANNUAL DEBT TRANSPARENCY REPORT**

For Office Use Only

Fiscal Year _____

I. GENERAL INFORMATION

A. Issuer Oak Park Unified School District
 B. Issue Name Election of 2016 GOBs
 C. Project Name Series A
 D. Date of Sale 3/9/2017
 E. Original Principal Amount of Issue \$15,000,000.00
 F. Net Original Issue Premium (Discount) \$585,702.25
 G. Proceeds Used to Acquire Local Obligations (Marks-Roos Only): \$0.00
 H. Total Reportable Proceeds \$15,585,702.25

II. A. ISSUANCE AUTHORIZATION 1

1) Original Authorized Amount \$60,000,000.00
 2) Authorization Date 11/8/2016
 3) Authorized Name (Measure/Resolution ID, Name of Number) Measure S
 4) Amount Authorized - Begin Reporting Period \$45,000,000.00
 5) Amount Authorized - During Reporting Period \$0.00
 6) Total Debt Authorized \$45,000,000.00
 7) Issuance Reported to CDIAC - During Rept. Per. (Auth. Reduction) \$0.00
 8) Replenishment Reported to CDIAC - During Rept. Per. (Auth. Increase) \$0.00
 9) Debt Authorized but Unissued - During the Reporting Period \$45,000,000.00
 10) Authorization Lapsed - During the Reporting Period \$0.00
 11) Total Authorization Remaining - End of the Reporting Period \$45,000,000.00

II. B. ISSUANCE AUTHORIZATION 2

1) Original Authorized Amount \$0.00
 2) Authorization Date
 3) Authorized Name (Measure/Resolution ID, Name or Number)
 4) Amount Authorized - Begin Reporting Period \$0.00
 5) Amount Authorized - During Reporting Period
 6) Total Debt Authorized \$0.00
 7) Issuance Reported to CDIAC - During Rept. Per. (Auth. Reduction) \$0.00
 8) Replenishment Reported to CDIAC - During Rept. Per. (Auth. Increase) \$0.00
 9) Debt Authorized but Unissued - During the Reporting Period \$0.00
 10) Authorization Lapsed - During the Reporting Period
 11) Total Authorization Remaining - End of the Reporting Period \$0.00

III. PRINCIPAL OUTSTANDING

A. Principal Balance upon sale or at the Beginning of Reporting Period \$15,000,000.00
 B. Accreted Interest During Reporting Period \$0.00
 C. Total Principal and Accreted Interest \$0.00
 D. Principal Paid During the Reporting Period \$0.00
 E. Principal Payments (not reported in III.D.) made \$0.00
 F. Principal Outstanding at the End of the Reporting Period \$15,000,000.00

IV. REFUNDING/REFINANCING ISSUES

Source of Refunding/refinancing proceeds in III.D.:

CDIAC NUMBER	REFUNDING/REFINANCING AMOUNT	REDEMPTION/PAYMENT DATE
	\$0.00	
	\$0.00	
Total Proceeds	\$0.00	

V. USE OF PROCEEDS**A. Reportable Proceeds**

REPORT PERIOD END	BEGIN	SPENT	REMAIN
6/30/2017	\$15,585,702.25	\$6,914,343.84	\$8,671,358.41

Submitted:

Tuesday, January 08, 2019

08:08:24AM

CDIAC Number:

2017-0034

Information as of Reporting Year End :

6/30/2018

**STATE OF CALIFORNIA
ANNUAL DEBT TRANSPARENCY REPORT**

For Office Use Only

Fiscal Year _____

B. Expenditure of Proceeds - Fund Level

Fund Category	Total Proceeds	Current Spent	Prior Spent	Unspent / Remaining
Construction Fund	\$14,827,220.00	\$3,922,532.01	\$6,632,009.84	\$4,272,678.15
Cost of Issuance	\$282,334.00	\$0.00	\$282,334.00	\$0.00
Reserve Fund	\$476,148.25	\$0.00	\$0.00	\$476,148.25

TOTAL

\$15,585,702.25

\$3,922,532.01

\$6,914,343.84

\$4,748,826.40

C. Expenditure of Proceeds - Detail Level

Fund Category	Purpose Detail	Current Period	Prior Period	Total All Period	Refunded CDIAC#
Construction Fund	Districtwide Solar Install	\$1,308,073.03	\$6,460,870.80	\$7,768,943.83	
Construction Fund	Testing/Inspections	\$244,634.12	\$8,755.00	\$253,389.12	
Construction Fund	Building Modernization	\$1,724,966.29	\$63,793.16	\$1,788,759.45	
Construction Fund	Contractors Fees	\$644,858.57	\$98,590.88	\$743,449.45	
Cost of Issuance	Cost of Issuance	\$0.00	\$282,334.00	\$282,334.00	

TOTAL

\$3,922,532.01

\$6,914,343.84

\$10,836,875.85

VI. ADTR REPORTABLE**A. Principal Issued has been fully:**
 Not Retired ☒ Repaid ☐ Redeemed ☐ Matured ☐ Date:
B. Proceeds have been fully spent:
 Yes ☐ No ☒ Date:
C. Reportable in next Fiscal Year:

Y - Yes

VII. NAME OF PARTY COMPLETING THIS FORM

Name Nicole Roberts
 Title Analyst
 Firm/ Agency Dale Scott & Company Inc
 Address 650 California Street 8th Floor Ste 2050
 City/ State/ Zip San Francisco, CA 94108
 Phone Number (415) 956-1030
 E-Mail nroberts@dalescott.com

Date of Report 1/8/2019

VIII. COMMENTS:

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.2.k. APPROVE ACCEPTANCE OF DONATIONS

ACTION

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

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

Site/Program	Gift/Donor	Gift
Oak Park Unified School District – Oak Park High School Rocket Team	Neal and Angela Wells	\$500
Oak Park High School – Robotics Team	College of the Canyon	\$3,000

RECOMMENDATION: Accept the donations with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.2.1. APPROVE ADDITIONAL 2018-19 STIPENDS FOR OAK PARK HIGH SCHOOL WINTER ATHLETICS PROGRAM

ACTION

ISSUE: Shall the Board approve additional 2018-19 stipends for the Oak Park High School athletics program?

BACKGROUND: At its regular September meeting, the Board approved the list of stipends to be authorized and included in the District's revised 2018-19 operating budget. Subsequent to that meeting, additional tasks or services requiring stipends have been identified by Oak Park High School for its winter athletics program. The list of these stipends, identifying the tasks, cost, and funding source follows for the Board's information and review. The recommended stipends are funded from identified sources and the effect on the General Fund is cost-neutral. It is recommended that the Board approve the accompanying list, and authorize the Business Office to modify the District's approved operating budget accordingly.

FISCAL IMPACT: Cost neutral; site stipends are included in the First Interim General Fund budget, and the remaining stipends are funded by the OPHS Associated Student Body.

ALTERNATIVES:

1. Approve the attached list of additional 2018-19 stipends for the Oak Park High School athletics program.
2. Do not approve the additional 2018-19 stipends.

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

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
2018-19 Stipend Request Form**

School/Site: Oak Park High School

Principal/Administrator Signature: s/K. Buchanan

Date: November 28, 2018

Stipend Type/Assignment	Number of Stipends	Amount per Stipend	Total Stipend Cost Including Statutories	Funding Source (Site, Donation, ASB, Etc.)
Boys Soccer, Asst.Var.Coach	1	\$ 1,500	\$ 1,792.50	ASB
Boys Soccer, Asst.Var.Coach	1	\$ 1,500	\$ 1,792.50	ASB
Game Management, Boys Basketball	1	\$ 68	\$ 81.26	ASB
Game Management, Girls Volleyball CIF Playoffs	1	\$ 136	\$ 162.52	ASB
Boys Basketball, Asst.JV Coach	1	\$ 2,500	\$ 2,987.50	ASB
Girls Basketball, Asst. V Coach	1	\$ 500	\$ 597.50	ASB
Girls Basketball, Asst. FS/JV Coach	1	\$ 1,000	\$ 1,195.00	ASB
Girls Soccer, Asst.JV Coach	1	\$ 1,800	\$ 2,151.00	ASB
Boys Soccer, Asst. V Coach	1	\$ 1,500	\$ 1,792.50	ASB
Cross Country Head Coach Post Season	1	\$ 100	\$ 119.50	Site Stipends
Girls Golf, Head Coach Post Season	1	\$ 100	\$ 119.50	Site Stipends
Girls Tennis, Head Coach Post Season	1	\$ 100	\$ 119.50	Site Stipends
Totals	12		\$ 12,910.78	

Assistant Superintendent's Signature: _____

Date: _____

Board Approval Date: January 15, 2019

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
**SUBJECT: B.2.m. APPROVE RESOLUTION #19-02, IMPLEMENTING
PREQUALIFICATION OF MODULAR CLASSROOM
MANUFACTURERS UNDER ASSEMBLY BILL 1565 AND PUBLIC
CONTRACT CODE 20111.6**

ACTION

ISSUE: Shall the Board approve Resolution #19-02, Implementing Prequalification of Modular Classroom Manufacturers under Assembly Bill 1565 and Public Contract Code 20111.6?

BACKGROUND: For construction contracts awarded on or after January 1, 2014, and until January 1, 2019, Assembly Bill (AB) 1565 and Public Contract Code (PCC) 20111.6 requires boards of education of school districts with average daily attendance over two thousand five hundred (2,500) to prequalify bidders for public works projects using any funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code 17070.10 *et seq.*) or any funds from any future state school bond for a public project with a projected expenditure of one million dollars (\$1,000,000.00) or more.

At its meeting on September 17, 2018, the Board approved Resolution #18-21, implementing prequalification requirements for construction contractors, including the application form and evaluation criteria, as specified by Assembly Bill 1565 and Public Contract Code 20111.6. Under its approved multiyear Measure S Bond plan, the District has identified the need to procure modular buildings, assembled offsite, from qualified manufacturers, to be delivered and installed by other construction contractors. In order to ensure eligibility for state matching funds pursuant to Assembly Bill 1565 and Public Contract Code 20111.6 for District projects that include the procurement manufactured modular buildings, it is recommended the Board of Education approve Resolution #19-02, Implementing Prequalification of Modular Classroom Manufacturers Under Assembly Bill 1565 and Public Contract Code 20111.6. Approval of this item supports the goals identified within the District's Facility Needs Assessment and Measure S Master Plan. The resolution can be accessed at the following link: <https://goo.gl/AaAhZ8>

FISCAL IMPACT: None.

ALTERNATIVES:

1. Approve Resolution #19-02, Implementing Prequalification of Construction Contractors Under Assembly Bill 1565 and Public Contract Code 20111.6.
2. Do not approve Resolution #19-02.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 23, 2019

Approve Resolution #19-02, Implementing
Prequalification of Modular Classroom Manufacturers
Under Assembly Bill 1565 and Public Contract Code 20111.6
Page 2

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.3.a. APPROVE GENDER DIVERSITY FOR ALL STAFF AT OPUSD SCHOOL.

ACTION

ISSUE: Shall the Board of Education approve a gender diversity training for all staff members at OPUSD schools.

BACKGROUND: The elementary counselors and Stew McGugan, Director Student Support and School Safety will be presenting to staff at all of our school sites a gender diversity training. Gender Diversity can help our schools provide a supportive, non-discriminatory environment for all students, including gender-nonconforming and transgender children. This training will help administrators, teachers, and staff gently move from awareness to action in order to create more inclusive learning and social environments. Our trainings will provide accurate, up-to-date, accessible information regarding the best practices schools can implement to create an inclusive environment for all students, regardless of gender status, at an age-appropriate level.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve a gender diversity training for all staff members at OPUSD schools.
2. Do not approve a gender diversity training for all staff members at OPUSD schools.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

SUBJECT: B.3.b. APPROVE ENVIRONMENT RESTORATION PROJECT AT THE DISTRICT-OWNED PARCEL ON KING JAMES COURT IN OAK PARK.

ACTION

ISSUE: Shall the Board of Education approve the environment restoration project at the District-owned parcel on King James Court in Oak Park.

BACKGROUND: Oak Park USD owns a 6.3-acre parcel located at the top of King James Court in Oak Park. This land was ceded to the District by the Metropolitan Development Company. The property consists of two large sections of flat land, a trail, and an arroyo. The land is easily accessible by foot from the cul de sac. The Woolsey Fire burned the entire property as it is basically open space adjoined by property owned by the Rancho Simi Recreation and Parks District. An idea emerged and was discussed at both the Community Engagement Committee and the Environmental Education and Awareness Committee to work with experts and create a natural restoration project that would involve students at all levels in our schools and opportunities for families and community members to lend a hand. Dr. Sean Anderson, Professor of Environmental Science at CSUCI and his students will be working with our staff and assisting us with this project. The project involves drone and aerial mapping and ground plotting, litter removal, planting of native oaks and other plants, possible native grass seeding in certain areas, installation of wildlife monitoring cameras, and installation of interpretive signs.

FISCAL IMPACT: The proposed project will be funded from a \$5,000 donation received by OPUSD from a private donor to support the District's fire recovery efforts and funds generated through the sales of the Oak Park-Opoly Board games.

ALTERNATIVES:

1. Approve environment restoration project at the District owned parcel on King James Court in Oak Park.
2. Do not approve environment restoration project at the District owned parcel on King James Court in Oak Park.

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.	_____	_____	_____	_____

OPUSD owned Parcel on King James Court – Environment Restorative Project

The 6.3-acre parcel located at the top of King James Court in Oak Park consists of two large sections of flat land, a trail, and an arroyo. The land is easily accessible by foot from the cul de sac. The Woolsey Fire burned the entire property as reflected in the images below.



Dr. Sean Anderson, Professor of Environmental Science at CSUCI and his students will be working with our staff and assisting us with this project. The proposed project would involve drone and aerial mapping and ground plotting, litter removal, planting of native oaks and other plants, possible native grass seeding in certain areas, installation of wildlife monitoring cameras, and installation of interpretive signs.

1. The proposal is to buy 9 Wildlife trail cameras
 - CSUCI will Deploy cameras in January and run them for at least the first month or two to make sure everything is working
 - After a few months OPUSD teachers and students will be able to control the cameras.
2. Drone-based topographic mapping to document vegetation change and erosion issues

- OPUSD will mark off 6-8 Ground Control Points spaced broadly around the perimeter of the property, photographing and taking approximate locations with Motion-X (and then send the data to CSUCI)
 - OPUSD student pilots will use mission planning apps (Pix4D, DroneDeploy, etc.) to fly the entirety of the site in good light with good overlap (~70%) in the next 1-2 weeks with their Phantom 4 drone camera. The image files will then be sent Professor Sean team to be processed
 - In late January CSUCI will do another mapping mission over the site, in February 2019 onward OPUSD students will do a monthly mapping flight until June 2019.
3. Citizen Science Photo Point Documentation
 - A series of approximately 6 to 8 camera brackets will be setup for the public to take photos and share via social media in January
 4. Site Clean-up
 - Professor Sean CSUCI students and OPUSD students will run a debris clean-up of the site wherein they will collect, categorize, and weigh the debris from the site...archiving any interesting or particularly old debris
 5. Oak Planting
 - OPUSD will arrange for irrigation, etc. for a restoration experiment involving container oaks and oak acorns to be planted in the main tabular plateau just south of the trail
 6. Interpretive Kiosk
 - OPUSD will erect an interpretive kiosk near the base of the trail to provide material and links to websites where the public and students can learn about fire in the Santa Monica Mountains.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.3.c. APPROVE OAK PARK HIGH SCHOOL MID CYCLE WASC PROGRESS REPORT

ACTION

ISSUE: Shall the Board of Education review and approve the Mid Cycle WASC Progress Report for Oak Park High School?

BACKGROUND: In April 2016, Oak Park High School received a six-year accreditation requiring a 3-year Progress Report and a one day visit by the WASC Visiting Committee. The Mid-cycle progress report is a review process requiring the collaboration of all stakeholders, including the School Board to review and approve the report prior to submitting the report to the Visiting Committee in advance of the visit on March 12, 2019. The Mid-cycle Progress Report has been reviewed by OPHS Site Council and was developed with input from the OPHS staff. The school will host the 3-member visiting committee who will meet with staff and stakeholders to validate the schools progress toward goals and review the revised action plan.

This report is a concise compilation of all achievement data and action plan progress since the 2016 WASC Focus on Learning Self-study. Included in this report is the progress made on the schoolwide action plan that integrates the recommendations and critical areas for follow-up provided by the previous full self-study visiting committee and supporting evidence, including student achievement data analyzed using multiple means of assessment. The Report can be accessed at the following link: <https://goo.gl/VVx6Ms>

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the recommendations of the Mid-cycle WASC Progress Report for Oak Park High School.
2. Do not approve the Mid-cycle WASC Progress Report for Oak Park High School.

RECOMMENDATION: Alternative No. 1
Prepared by: 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: JANUARY 23, 2019

**SUBJECT: B.4.a. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE DISTRICT AND
OAK PARK TEACHERS ASSOCIATION**

ACTION

ISSUE: Shall the Board of Education disclose and approve the collective bargaining agreement between the District and Oak Park Teachers Association (OPTA) for fiscal year 2018-19?

BACKGROUND: Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On November 8, 2018, the District and OPTA reached a tentative agreement for 2018-19, the third and final year of a three-year CBA. OPTA membership voted to ratify the tentative agreement in December 2018. The agreement includes a 3% increase to the salary schedules for all certificated bargaining unit members, retroactive to July 1, 2018. The agreement contains no other material financial impacts to the District.

The updated salary schedule and the Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

FISCAL IMPACT: The proposed salary increases will be funded from the General Fund unrestricted and undesignated ending balance. Assuming the Board's approval, the District's revised 2018-19 Reserve for Economic Uncertainties is projected to be \$1,612,074, or 3.5%, exceeding the State Reserve Standard.

ALTERNATIVES:

1. Approve the 2018-19 Collective Bargaining Agreement between the District and Oak Park Teachers Association, effective retroactively to July 1, 2018.
2. Do not approve the proposed agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 23, 2019

Public Disclosure and Approval of Collective Bargaining Agreement

Between the District and Oak Park Teachers Association

Page 2

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Teachers Association

The proposed agreement covers the period:

Beginning: 1-Jul-18

Ending: 6/30/2019

Employee Type:

Certificated: X

Classified: _____

The proposed agreement will be acted upon by the Governing Board at its meeting on: 23-Jan-19

A. Proposed Change in Compensation:

Compensation		Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2018-19	Year 2 2019-20	Year 3 2020-21
1.	Salary Schedule - Increase/(Decrease)	\$ 19,108,235	\$ 573,247 3.00%	\$ 580,241 3.04%	\$ 587,234 3.07%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.		\$ 6,994 0.04%	\$ 6,994 0.04%	\$ 7,079 0.04%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)		\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 3,652,594	\$ 111,511 3.05%	\$ 112,855 3.09%	\$ 114,215 3.13%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 2,941,480	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 25,702,309	\$ 691,751 2.69%	\$ 700,089 2.72%	\$ 708,528 2.76%
7.	Total Number (FTE) of Represented Employees	# 219	# 219	# 219	# 219
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 117,378	\$ 3,159 2.69%	\$ 3,197 2.72%	\$ 3,236 2.76%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$ 268	\$ 276 3.00%	\$ 276 3.00%	\$ 276 3.00%
	-Maximum Daily Rate	\$ 547	\$ 563 3.00%	\$ 563 3.00%	\$ 563 3.00%
	-Substitute Daily Rate	\$ 120	\$ 120 0.00%	\$ 120 0.00%	\$ 120 0.00%
9b.	- Annual Health/Welfare Benefit amount per FTE <input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped	\$ 13,433	\$ 13,433 0.00%	\$ 13,433 0.00%	\$ 13,433 0.00%

Please include comments and explanations as necessary:

9b. Was calculated by using an average amount per FTE. The current H/W Benefit cap amounts are as follows:

Employee Only - \$9,127, Employee plus one - \$15,020, Family - \$19,127 annually

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

Oak Park Teachers Association - none
Oak Park Classified Association - none
Management/Confidential/Unrepresented - not applicable

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

Oak Park Teachers Association - none
Oak Park Classified Association - none
Management/Confidential/Unrepresented - not applicable

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

Oak Park Teachers Association - none, entire contract is open for negotiation in 2019-20
Oak Park Classified Association - reopeners include salaries, benefits, leaves, and two articles as selected by each party
Management/Confidential/Unrepresented - not applicable

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

Oak Park Teachers Association - will not create/increase/decrease deficit financing in current or future years
Oak Park Classified Association - will not create/increase/decrease deficit financing in current or future years
Management/Confidential/Unrepresented - will not create/increase/decrease deficit financing in current or future years

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Oak Park Teachers Association - payment of 2018-19 salaries, retroactive to 07/01/18, will be funded from current year LCFF funding
Oak Park Classified Association - payment of 2018-19 salaries and health benefit cap increase, retroactive to 07/01/18, will be funded from current year LCFF funding
Management/Confidential/Unrepresented - payment of 2018-19 salaries, retroactive to 07/01/18, will be funded from current year LCFF funding

2. How will the ongoing cost of the proposed agreement be funded in future years?

Oak Park Teachers Association - ongoing cost will come from the annual increase in LCFF funding
Oak Park Classified Association - ongoing cost will come from the annual increase in LCFF funding
Management/Confidential/Unrepresented - ongoing cost will come from the annual increase in LCFF funding

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

Oak Park Teachers Association - this is not a multi-year agreement
Oak Park Classified Association - this is not a multi-year agreement
Management/Confidential/Unrepresented - this is not a multi-year agreement

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 46,052,516
b. State Standard Minimum Reserve Percentage for this District	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$ 1,381,575

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 0
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 250,095
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 1,131,480
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$ 230,499
e. Total District Budgeted Unrestricted Reserves	\$ 1,612,074

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

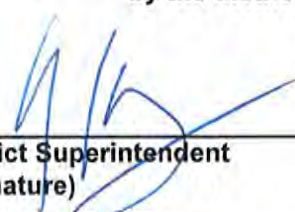
☒ Yes

☐ No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.


We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

January 7, 2019

Date



District Chief Business Official
(Signature)

January 7, 2019

Date

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified School District

	(Col. 1) Latest Board Approved Budget Before Settlement (As of Dec. 11, 2018)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	38,170,907			38,170,907
Remaining Revenues (8100-8799)	7,788,880			7,788,880
TOTAL REVENUES	45,959,787	0	0	45,959,787
EXPENDITURES				
1000 Certificated Salaries	21,637,248	651,412		22,288,660
2000 Classified Salaries	7,063,433	188,880		7,252,313
3000 Employees' Benefits	10,140,662	196,218		10,336,880
4000 Books and Supplies	1,236,923	0		1,236,923
5000 Services and Operating Expenses	4,045,973	0		4,045,973
6000 Capital Outlay	135,782	0		135,782
7100-7499 Other	515,867	0		515,867
TOTAL EXPENDITURES	44,775,888	1,036,510	0	45,812,398
OPERATING SURPLUS (DEFICIT)	1,183,899	(1,036,510)	0	147,389
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT	240,118			240,118
*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	943,781	(1,036,510)	0	(92,729)
BEGINNING BALANCE	962,527			962,527
CURRENT YEAR ENDING BALANCE	1,906,308	(1,036,510)	0	869,798
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	617,703			617,703
Committed (9750 / 9760)				0
Assigned (9780)				0
Reserve for Economic Uncertainties (9789)				0
Unappropriated Amounts (9790)	1,286,605	(1,036,510)	0	250,095

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

**OAK PARK UNIFIED SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
All Rates Listed as Daily and Annually
2018-19 SCHOOL YEAR**

Board Approved: January 23, 2019

Effective: July 1, 2018

Years of Service	Class X Teacher 185 days BA	Class A Teacher 185 days BA + 30	Class B Teacher 185 days BA + 45 BA+30+MA	Class C Teacher 185 days BA + 60 BA+45+MA	Class D Teacher 185 days BA + 75 BA+60+MA	Years of Service	Class F Counselor 192 days 5 Steps	Class G Psychologist 190 days 5 Steps
1	276.48	289.86	303.26	316.66	330.07	1	462.50	473.07
1	51,148.80	53,624.10	56,103.10	58,582.10	61,062.95	1	88,800.00	89,883.30
2	289.86	303.23	316.66	330.07	343.45	2	480.46	487.71
2	53,624.10	56,096.81	58,582.10	61,062.95	63,538.25	2	92,248.32	92,664.90
3	303.26	316.66	330.07	343.45	356.85	3	497.24	502.79
3	56,103.10	58,582.10	61,062.95	63,538.25	66,017.25	3	95,470.08	95,530.10
4	316.66	330.07	343.45	356.85	370.24	4	513.92	518.33
4	58,582.10	61,062.95	63,538.25	66,017.25	68,494.40	4	98,672.64	98,482.70
5		343.45	356.85	370.24	383.64	5	530.73	535.38
5		63,538.25	66,017.25	68,494.40	70,973.40	5	101,900.16	101,722.20
6		356.85	370.24	383.64	397.04	6		
6		66,017.25	68,494.40	70,973.40	73,452.40	6		
7		370.24	383.64	397.04	410.46	7		
7		68,494.40	70,973.40	73,452.40	75,935.10	7		
8		383.64	397.04	410.46	423.83	8		
8		70,973.40	73,452.40	75,935.10	78,408.55	8		
9			410.46	423.83	437.24	9		
9			75,935.10	78,408.55	80,889.40	9		
10			423.83	437.24	450.63	10		
10			78,408.55	80,889.40	83,366.55	10		
11				450.63	464.05	11		
11				83,366.55	85,849.25	11		
12				464.05	477.45	12		
12				85,849.25	88,328.25	12		
13					490.84	13		
13					90,805.40	13		
14					509.23	14		
14					94,207.55	14		
16				477.45		16		
16				88,328.25		16		
18					522.98	18		
18					96,751.30	18		
20	Special Assignment Hourly Rates			490.84		20		
20	SWAP (X1/ 6 Hrs)			90,805.40		20		
22	Home & Hospital (B1/ 6 Hrs)				536.38	22		
22	Saturday School (B1/ 6 Hrs)				99,230.30	22		
24				504.23		24		
24				93,282.55		24		
26					549.81	26		
26					101,714.85	26		
30					563.35	30		
30					104,219.75	30		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
**SUBJECT: B.4.b. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE DISTRICT AND
OAK PARK CLASSIFIED ASSOCIATION**

ACTION

ISSUE: Shall the Board of Education disclose and approve the Collective Bargaining Agreement between the District and Oak Park Classified Association (OPCA) for fiscal year 2018-19?

BACKGROUND: Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On December 18, 2018, the District and OPCA reached a tentative agreement for 2018-19, the second year of a three-year CBA. The agreement includes a 2.5% increase to the salary schedules for all classified bargaining unit members, and a \$1,000 increase to the health benefits cap provided by the District for eligible bargaining unit members, both retroactive to July 1, 2018. The agreement contains no other material financial impacts to the District. At the date of this agenda's posting, the OPCA membership is voting on ratification of this tentative agreement. Results of the voting are anticipated to be finalized by January 11, 2019.

The updated salary schedule and the Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

FISCAL IMPACT: The proposed salary and health benefit increases will be funded from the General Fund unrestricted and undesignated ending balance. Assuming the Board's approval, the District's revised 2018-19 Reserve for Economic Uncertainties is projected to be \$1,612,074, or 3.5%, exceeding the State Reserve Standard.

ALTERNATIVES:

1. Approve the 2018-19 Collective Bargaining Agreement between the District and Oak Park Classified Association, effective retroactively to July 1, 2018.
2. Do not approve the proposed Agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 23, 2019

Public Disclosure and Approval of Collective Bargaining Agreement

Between the District and Oak Park Classified Association

Page 2

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

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Classified Association

The proposed agreement covers the period:

Beginning: 1-Jul-18

Ending: 6/30/2019

Employee Type:

Certificated:

Classified: XX

The proposed agreement will be acted upon by the Governing Board
at its meeting on: 23-Jan-19

A. Proposed Change in Compensation:

Compensation		Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2018-19	Year 2 2019-20	Year 3 2020-21
1.	Salary Schedule - Increase/(Decrease)	\$ 6,178,468	\$ 154,462 2.50%	\$ 157,242 2.55%	\$ 160,022 2.59%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.		\$ 2,780 0.05%	\$ 2,780 0.05%	\$ 2,830 0.05%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)		\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 1,393,319	\$ 33,996 2.44%	\$ 34,597 2.48%	\$ 35,209 2.53%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 1,064,782	\$ 28,875 2.71%	\$ 28,875 2.71%	\$ 28,875 2.71%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 8,636,569	\$ 220,113 2.55%	\$ 223,494 2.59%	\$ 226,936 2.63%
7.	Total Number (FTE) of Represented Employees	# 148	# 148	# 148	# 148
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 58,553	\$ 1,492 2.55%	\$ 1,515 2.59%	\$ 1,539 2.63%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$	\$	\$	\$
			%	%	%
	-Maximum Daily Rate	\$	\$	\$	\$
			%	%	%
	-Substitute Daily Rate	\$	\$	\$	\$
			%	%	%
9b.	- Annual Health/Welfare Benefit amount per FTE	\$ 7,219	\$ 7,415	\$ 7,415	\$ 7,415
	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped		2.71%	2.72%	2.72%

Please include comments and explanations as necessary:

9b. Was calculated by using an average amount per FTE. The current H/W Benefit cap amounts are as follows:

Employee Only - \$8,127, Employee plus one - \$14,020, Family - \$18,127 annually

All caps will increase by \$1000/FTE (pro-rated) for OPCA only.

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

Oak Park Teachers Association - none

Oak Park Classified Association - none

Management/Confidential/Unrepresented - not applicable

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

Oak Park Teachers Association - none

Oak Park Classified Association - none

Management/Confidential/Unrepresented - not applicable

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

Oak Park Teachers Association - none, entire contract is open for negotiation in 2019-20

Oak Park Classified Association - reopeners include salaries, benefits, leaves, and two articles as selected by each party

Management/Confidential/Unrepresented - not applicable

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

Oak Park Teachers Association - will not create/increase/decrease deficit financing in current or future years

Oak Park Classified Association - will not create/increase/decrease deficit financing in current or future years

Management/Confidential/Unrepresented - will not create/increase/decrease deficit financing in current or future years

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Oak Park Teachers Association - payment of 2018-19 salaries, retroactive to 07/01/18, will be funded from current year LCFF funding

Oak Park Classified Association - payment of 2018-19 salaries and health benefit cap increase, retroactive to 07/01/18, will be funded from current year LCFF funding

Management/Confidential/Unrepresented - payment of 2018-19 salaries, retroactive to 07/01/18, will be funded from current year LCFF funding

2. How will the ongoing cost of the proposed agreement be funded in future years?

Oak Park Teachers Association - ongoing cost will come from the annual increase in LCFF funding

Oak Park Classified Association - ongoing cost will come from the annual increase in LCFF funding

Management/Confidential/Unrepresented - ongoing cost will come from the annual increase in LCFF funding

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

Oak Park Teachers Association - this is not a multi-year agreement

Oak Park Classified Association - this is not a multi-year agreement

Management/Confidential/Unrepresented - this is not a multi-year agreement

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 46,052,516
b. State Standard Minimum Reserve Percentage for this District	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$ 1,381,575

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 0
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 250,095
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 1,131,480
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$ 230,499
e. Total District Budgeted Unrestricted Reserves	\$ 1,612,074

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

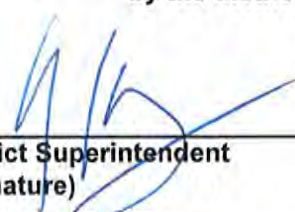
☒ Yes

☐ No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.


We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

January 7, 2019

Date



District Chief Business Official
(Signature)

January 7, 2019

Date

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified School District

	(Col. 1) Latest Board Approved Budget Before Settlement (As of Dec. 11, 2018)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	38,170,907			38,170,907
Remaining Revenues (8100-8799)	7,788,880			7,788,880
TOTAL REVENUES	45,959,787	0	0	45,959,787
EXPENDITURES				
1000 Certificated Salaries	21,637,248	651,412		22,288,660
2000 Classified Salaries	7,063,433	188,880		7,252,313
3000 Employees' Benefits	10,140,662	196,218		10,336,880
4000 Books and Supplies	1,236,923	0		1,236,923
5000 Services and Operating Expenses	4,045,973	0		4,045,973
6000 Capital Outlay	135,782	0		135,782
7100-7499 Other	515,867	0		515,867
TOTAL EXPENDITURES	44,775,888	1,036,510	0	45,812,398
OPERATING SURPLUS (DEFICIT)	1,183,899	(1,036,510)	0	147,389
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT	240,118			240,118
*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	943,781	(1,036,510)	0	(92,729)
BEGINNING BALANCE	962,527			962,527
CURRENT YEAR ENDING BALANCE	1,906,308	(1,036,510)	0	869,798
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	617,703			617,703
Committed (9750 / 9760)				0
Assigned (9780)				0
Reserve for Economic Uncertainties (9789)				0
Unappropriated Amounts (9790)	1,286,605	(1,036,510)	0	250,095

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH & CB2
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK
All Rates Listed as Hourly and Monthly
2018-19 SCHOOL YEAR

Board Approved: January 23, 2019

Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	16.62	17.62	18.71	19.84	21.05	10 Month
Student Services Assistant I	10	2880.46	3053.61	3243.41	3439.92	3649.67	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	17.62	18.71	19.84	21.05	22.30	11 Month
Student Services Assistant II	12	3053.61	3243.41	3439.92	3649.67	3865.93	10.5 Month
Support Services Coordinator	12						12 Month
Extended Care Assistant Site Leader	12						11 Month
ASB Bookkeeper/Athletics Secretary	14	18.71	19.84	21.05	22.30	23.65	10.5 Month
Student Services Assistant III	14	3243.41	3439.92	3649.67	3865.93	4099.24	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	19.15	20.25	21.44	22.68	24.01	12 Month
		3319.55	3510.96	3716.66	3930.95	4159.56	
Department Secretary	16	20.51	21.69	22.93	24.26	25.65	11 Month
School Office Manager I	16	3554.45	3760.19	3974.44	4205.86	4445.89	10.5 Month
Credentials Technician	16						12 Month
Extended Care Site Leader	16						11 Month
Accounting Assistant II	16.5	21.28	22.51	23.81	25.16	26.63	12 Month
		3690.70	3902.15	4127.88	4362.14	4616.45	
School Office Manager II	17.5	21.46	22.76	24.12	25.55	27.08	11 Month
		3721.02	3944.82	4181.08	4429.74	4694.00	
School Office Manager III	18.5	21.99	23.31	24.71	26.20	27.78	11.5 Month
		3811.19	4041.15	4283.65	4541.67	4815.26	
Business Department Assistant	20	23.00	24.40	25.86	27.41	29.05	12 Month
		3988.71	4228.02	4481.68	4750.60	5035.64	
Accounting Assistant III	23	26.64	28.24	29.94	31.72	33.63	12 Month
		4617.36	4894.40	5188.07	5499.35	5829.31	
Senior Accountant	28	32.20	34.15	36.22	38.41	40.73	12 Month
		5582.20	5919.92	6278.09	6657.99	7060.95	
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	18.71	19.84	21.05	22.30	23.65	12 Month
		3243.41	3439.92	3649.67	3865.93	4099.24	
Grounds Maintenance Worker	15	19.25	20.44	21.67	23.02	24.41	12 Month
		3336.67	3543.14	3756.26	3989.33	4229.12	
Head Custodian I	15.5	19.84	21.05	22.30	23.65	25.06	12 Month
		3439.92	3649.67	3865.93	4099.24	4345.19	
Head Custodian II	17	21.26	22.54	23.89	25.32	26.86	12 Month
		3686.79	3907.51	4140.64	4389.38	4653.58	
General Maintenance Worker	18	21.59	22.88	24.24	25.70	27.24	12 Month
		3742.76	3966.58	4202.85	4454.64	4721.97	
Head Custodian III	18.5	21.99	23.31	24.71	26.20	27.78	12 Month
		3811.19	4041.15	4283.65	4541.67	4815.26	
Maintenance Engineer	20	23.00	24.40	25.86	27.41	29.05	12 Month
		3988.71	4228.02	4481.68	4750.60	5035.64	
Grounds Maintenance Supervisor	21	24.40	25.86	27.41	29.05	30.85	12 Month
		4228.02	4481.68	4750.60	5035.64	5347.98	

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH & CB2
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK
All Rates Listed as Hourly and Monthly
2018-19 SCHOOL YEAR

Board Approved: January 23, 2019

Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant I	5	14.41	15.24	16.17	17.16	18.20	180 Days
Child Nutrition Services Assistant II	7	15.24	16.17	17.16	18.20	19.27	180 Days
Child Nutrition Services Cook	8	15.68	16.62	17.62	18.71	19.84	180 Days
Child Nutrition Services Manager	10	16.62 2880.46	17.62 3053.61	18.71 3243.41	19.84 3439.92	21.05 3649.67	180 Days
Child Nutrition Services Assistant/Delivery	12	17.62 3053.61	18.71 3243.41	19.84 3439.92	21.05 3649.67	22.30 3865.93	180 Days
<u>OTHER CLASSIFIED SUPPORT</u>							
Assistant Computer Support Technician	7.0	15.24 2642.90	16.17 2803.96	17.16 2974.18	18.20 3155.37	19.27 3340.23	12 Month
Instructional Assistant I	7.5	15.34 2661.70	16.29 2822.02	17.26 2993.15	18.31 3172.95	19.39 3361.42	180 Days
Instructional Assistant II	10	16.62 2880.46	17.62 3053.61	18.71 3243.41	19.84 3439.92	21.05 3649.67	180 Days
Library/Media Technician	13	18.32 3175.23	19.41 3365.73	20.60 3571.47	21.84 3785.76	23.18 4017.21	10 Month
College/Career Center Technician	13.5	18.44 3196.21	19.53 3386.72	20.73 3592.44	21.97 3806.72	23.29 4038.17	10.5 Month
Instructional Assistant III	14	18.71 3243.41	19.84 3439.92	21.05 3649.67	22.30 3865.93	23.65 4099.24	180 Days
Computer Technician	18	21.59 3742.76	22.88 3966.58	24.24 4202.85	25.70 4454.64	27.24 4721.97	12 Month
Certified Sign Language Interpreter Technology Department Assistant	20 20	23.00 3988.71	24.40 4228.02	25.86 4481.68	27.41 4750.60	29.05 5035.64	180 Days 12 Month
Technology Assistant Lead Certified Repair Technician	23 23	26.64 4617.36	28.24 4894.40	29.94 5188.07	31.72 5499.35	33.63 5829.31	12 Month 12 Month
Construction Management Technician	25	28.81 4994.14	30.54 5293.78	32.37 5611.41	34.31 5948.10	36.37 6304.98	12 Month
Network Administrator	26	29.91 5184.72	31.72 5498.12	33.64 5830.47	35.67 6182.87	37.83 6556.61	12 Month
Social Emotional Services Specialist	27	29.52 5116.70	31.09 5388.83	32.72 5671.36	34.46 5972.95	36.26 6284.95	192 Days
Occupational Therapist	30	35.91 6224.97	38.06 6598.46	40.36 6994.33	42.77 7414.02	45.34 7858.85	10 Month
Behavior Specialist* CB2 *Rates listed as Daily and Annually	G*	416.17 84066.34	429.04 86666.08	442.32 89348.64	455.99 92109.98	470.10 94960.20	202 Days

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

2018-19 SCHOOL YEAR

Board Approved: January 23, 2019

Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	17.52	18.54	19.63	20.81	22.06	10 Month
Student Services Assistant I	10	17.52	18.54	19.63	20.81	22.06	10 Month
Department Clerk	10	17.52	18.54	19.63	20.81	22.06	10 Month
Student Services Assistant II	12	18.54	19.63	20.81	22.06	23.38	10.5 Month
Guest Teacher Coordinator	12	18.54	19.63	20.81	22.06	23.38	180 Day
Student Services Assistant III	14	19.63	20.81	22.06	23.38	24.73	10.5 Month
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	19.63	20.81	22.06	23.38	24.73	12 Month
Warehouse Worker/Delivery	18	21.42	22.70	24.04	25.42	26.95	12 Month
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant I	05	15.21	16.07	17.02	18.02	19.13	180 Day
Child Nutrition Services Assistant II	07	16.07	17.02	18.02	19.13	20.26	180 Day
Child Nutrition Services Cook	08	16.46	17.45	18.49	19.66	20.83	180 Day
Child Nutrition Services Bookkeeper	12	18.54	19.63	20.81	22.06	23.38	10 Month
Child Nutrition Services Assistant/Delivery	12	18.54	19.63	20.81	22.06	23.38	180 Day
<u>OTHER CLASSIFIED SUPPORT</u>							
Campus Supervisor	06	15.67	16.58	17.55	18.60	19.72	180 Day
Instructional Assistant I	7.5	16.20	17.14	18.13	19.24	20.37	180 Day
Instructional Assistant II	10	17.52	18.54	19.63	20.81	22.06	180 Day
Instructional Assistant II - Ext. Care Pgm	10	17.52	18.54	19.63	20.81	22.06	196 Day
Technology Assistant	10	17.52	18.54	19.63	20.81	22.06	180 Day
Library/Media Technician	13	19.25	20.39	21.60	22.83	24.19	10 Month
College/Career Center Technician	13.5	19.37	20.52	21.72	22.94	24.32	10.5 Month
Instructional Assistant III	14	19.63	20.81	22.06	23.38	24.73	180 Day
Social Emotional Services Specialist	27	30.64	32.20	33.83	35.56	37.36	192 Day
Occupational Therapist	30	37.68	39.93	42.34	44.88	47.58	10 Month
<u>EXEMPT POSITIONS</u>							
Student/Casual Worker*	X01	12.00					As Assigned
Campus Supervisor Substitute	X03	15.67					As Assigned
Child Nutrition Services Substitute	X04	15.21					As Assigned
Clerical Substitute	X02	17.52					As Assigned
Custodial Substitute	X05	19.63					As Assigned
IA I SUB	X06	16.20					As Assigned
IA II SUB	X07	17.52					As Assigned
IA III SUB	X09	19.63					As Assigned
<u>SUMMER SCHOOL</u>							
ESY Instructional Assistant II	X10	18.69					As Assigned
ESY Instructional Assistant III	X11	21.65					As Assigned

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
**SUBJECT: B.4.c. PUBLIC DISCLOSURE AND APPROVAL OF COMPENSATION
ADJUSTMENT FOR ADMINISTRATIVE, CONFIDENTIAL, AND
SPECIFIED UNREPRESENTED EMPLOYEES**

ACTION

ISSUE: Shall the Board approve an increase in compensation for administrative, confidential and unrepresented employees for fiscal year 2018-19?

BACKGROUND: Consistent with the tentative OPTA agreement, it is recommended that the Board approve 3% increase to the salary schedules for eligible confidential and administrative employees, retroactive to July 1, 2018. The specified positions include employees of the Oak Park Neighborhood School. The recommendation for administrative, confidential and unrepresented employee compensation does not include any other material financial impacts to the District.

The updated salary schedule and the Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

FISCAL IMPACT: The proposed salary increases will be funded from the General Fund unrestricted and undesignated ending balance. Assuming the Board's approval, the District's revised 2018-19 Reserve for Economic Uncertainties is projected to be \$1,612,074, or 3.5%, exceeding the State Reserve Standard.

ALTERNATIVES:

1. Approve the proposed increases in compensation for administrative, confidential and unrepresented employees for fiscal year 2018-19, effective retroactively to July 1, 2018.
2. Do not approve the proposed compensation increases.

RECOMMENDATION: Alternatives No. 1

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Mgmt/Confidential/Unrepresented

The proposed agreement covers the period:

Beginning: 1-Jul-18

Ending: 6/30/2019

Employee Type:

Certificated: X

Classified: X

The proposed agreement will be acted upon by the Governing Board
at its meeting on: 1/23/2019

A. Proposed Change in Compensation:

Compensation		Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2018-19	Year 2 2019-20	Year 3 2020-21
1.	Salary Schedule - Increase/(Decrease)	\$ 3,359,775	\$ 100,793 3.00%	\$ 102,809 3.06%	\$ 104,825 3.12%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.		\$ 2,016 0.06%	\$ 2,016 0.06%	\$ 2,056 0.06%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)		\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 726,769	\$ 21,837 3.00%	\$ 22,265 3.06%	\$ 22,702 3.12%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 493,054	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 4,579,598	\$ 124,646 2.72%	\$ 127,090 2.78%	\$ 129,583 2.83%
7.	Total Number (FTE) of Represented Employees	# 30	# 30	# 30	# 30
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 155,241	\$ 4,225 2.72%	\$ 4,308 2.78%	\$ 4,393 2.83%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$	\$	\$	\$
			%	%	%
	-Maximum Daily Rate	\$	\$	\$	\$
			%	%	%
	-Substitute Daily Rate	\$	\$	\$	\$
			%	%	%
9b.	- Annual Health/Welfare Benefit amount per FTE	\$ 16,714	\$ 16,714	\$ 16,714	\$ 16,714
	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped		0.00%	0.00%	0.00%

Please include comments and explanations as necessary:

9b. Was calculated by using an average amount per FTE. The current H/W Benefit cap amounts are as follows:

Employee Only - \$9,127, Employee plus one - \$15,020, Family - \$19,127 annually

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

Oak Park Teachers Association - none
Oak Park Classified Association - none
Management/Confidential/Unrepresented - not applicable

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

Oak Park Teachers Association - none
Oak Park Classified Association - none
Management/Confidential/Unrepresented - not applicable

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

Oak Park Teachers Association - none, entire contract is open for negotiation in 2019-20
Oak Park Classified Association - reopeners include salaries, benefits, leaves, and two articles as selected by each party
Management/Confidential/Unrepresented - not applicable

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

Oak Park Teachers Association - will not create/increase/decrease deficit financing in current or future years
Oak Park Classified Association - will not create/increase/decrease deficit financing in current or future years
Management/Confidential/Unrepresented - will not create/increase/decrease deficit financing in current or future years

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Oak Park Teachers Association - payment of 2018-19 salaries, retroactive to 07/01/18, will be funded from current year LCFF funding
Oak Park Classified Association - payment of 2018-19 salaries and health benefit cap increase, retroactive to 07/01/18, will be funded from current year LCFF funding
Management/Confidential/Unrepresented - payment of 2018-19 salaries, retroactive to 07/01/18, will be funded from current year LCFF funding

2. How will the ongoing cost of the proposed agreement be funded in future years?

Oak Park Teachers Association - ongoing cost will come from the annual increase in LCFF funding
Oak Park Classified Association - ongoing cost will come from the annual increase in LCFF funding
Management/Confidential/Unrepresented - ongoing cost will come from the annual increase in LCFF funding

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

Oak Park Teachers Association - this is not a multi-year agreement
Oak Park Classified Association - this is not a multi-year agreement
Management/Confidential/Unrepresented - this is not a multi-year agreement

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 46,052,516
b. State Standard Minimum Reserve Percentage for this District	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$ 1,381,575

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 0
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 250,095
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 1,131,480
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$ 230,499
e. Total District Budgeted Unrestricted Reserves	\$ 1,612,074

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

☒ Yes

☐ No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

January 7, 2019

Date



District Chief Business Official
(Signature)

January 7, 2019

Date

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified School District

	(Col. 1) Latest Board Approved Budget Before Settlement (As of Dec. 11, 2018)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	38,170,907			38,170,907
Remaining Revenues (8100-8799)	7,788,880			7,788,880
TOTAL REVENUES	45,959,787	0	0	45,959,787
EXPENDITURES				
1000 Certificated Salaries	21,637,248	651,412		22,288,660
2000 Classified Salaries	7,063,433	188,880		7,252,313
3000 Employees' Benefits	10,140,662	196,218		10,336,880
4000 Books and Supplies	1,236,923	0		1,236,923
5000 Services and Operating Expenses	4,045,973	0		4,045,973
6000 Capital Outlay	135,782	0		135,782
7100-7499 Other	515,867	0		515,867
TOTAL EXPENDITURES	44,775,888	1,036,510	0	45,812,398
OPERATING SURPLUS (DEFICIT)	1,183,899	(1,036,510)	0	147,389
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT	240,118			240,118
*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	943,781	(1,036,510)	0	(92,729)
BEGINNING BALANCE	962,527			962,527
CURRENT YEAR ENDING BALANCE	1,906,308	(1,036,510)	0	869,798
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	617,703			617,703
Committed (9750 / 9760)				0
Assigned (9780)				0
Reserve for Economic Uncertainties (9789)				0
Unappropriated Amounts (9790)	1,286,605	(1,036,510)	0	250,095

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE**

2018-19 SCHOOL YEAR

Board Approved: January 23, 2019

Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
<u>CONFIDENTIAL - Rates listed as Monthly and Annually</u>							
Administrative Secretary	A	4,550.88 54,610.56	4,823.94 57,887.28	5,113.37 61,360.44	5,420.18 65,042.16	5,745.39 68,944.68	12 Month
Executive Assistant	B	5,236.98 62,843.76	5,552.87 66,634.44	5,885.70 70,628.40	6,239.11 74,869.32	6,615.50 79,386.00	12 Month
<u>ADMINISTRATION - Rates listed as Daily and Annually</u>							
Director Child Nutrition Services	C	374.37 83,110.14	385.60 85,603.20	397.18 88,173.96	409.11 90,822.42	421.38 93,546.36	222
Director Sustainability, Maintenance, and Operations***	D	470.76 104,508.72	484.88 107,643.36	499.44 110,875.68	514.41 114,199.02	529.85 117,626.70	222
Director Fiscal Services	E	509.62 113,135.64	524.92 116,532.24	540.66 120,026.52	556.89 123,629.58	573.59 127,336.98	222
Middle School Dean	F	462.50 90,187.50	480.46 93,689.70	497.24 96,961.80	513.92 100,214.40	530.75 103,496.25	195
Program Specialist	G.1	492.73 98,546.00	507.68 101,536.00	522.53 104,506.00	537.84 107,568.00	553.57 110,714.00	200
Middle School Assistant Principal	G.2	499.29 99,858.00	514.27 102,854.00	529.70 105,940.00	545.59 109,118.00	561.97 112,394.00	200
High School Assistant Principal Principal OVHS/OPIS***	H	526.71 107,975.55	542.49 111,210.45	558.73 114,539.65	575.51 117,979.55	592.80 121,524.00	205
Director Extended Care*	I	516.21 113,566.20	531.04 116,828.80	546.27 120,179.40	562.00 123,640.00	578.18 127,199.60	220
Elementary School Principal Director Student Support & School Safety**	J	540.79 113,565.90	556.32 116,827.20	572.29 120,180.90	588.76 123,639.60	605.71 127,199.10	210
Middle School Principal	K	549.37 115,367.70	565.15 118,681.50	581.38 122,089.80	598.07 125,594.70	615.31 129,215.10	210
Director Pupil Services	L	590.18 123,937.80	607.88 127,654.80	626.13 131,487.30	644.90 135,429.00	664.25 139,492.50	210
Director Curriculum and Instruction	L	590.18 123,937.80	607.88 127,654.80	626.13 131,487.30	644.90 135,429.00	664.25 139,492.50	210
Director Educational Technology and Information Systems	L	590.18 131,019.96	607.88 134,949.36	626.13 139,000.86	644.90 143,167.80	664.25 147,463.50	222
High School Principal	M	612.62 136,001.64	629.90 139,837.80	647.15 143,667.30	664.54 147,527.88	681.78 151,355.16	222
Bond Construction Manager	N	654.94 145,396.68	674.57 149,754.54	694.81 154,247.82	715.65 158,874.30	737.13 163,642.86	222
Assistant Superintendent HR, and Business & Admin Services	O	679.75 150,904.50	700.14 155,431.08	721.14 160,093.08	742.77 164,894.94	765.06 169,843.32	222

Annual stipend of \$1,000 for doctorate.

**OAK PARK UNIFIED SCHOOL DISTRICT
PRE-SCHOOL SALARY SCHEDULE PSH - HOURLY**

2018-19 SCHOOL YEAR

Board Approved: January 23, 2019

Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>PRE-SCHOOL PERSONNEL</u>							
Pre-school Assistant	PSH 001	17.61	18.69	19.84	21.02	22.28	188 Day
Pre-school Specialist	PSH 002	27.08	28.72	30.43	32.25	34.19	188 Day
Pre-school Specialist - Art	PSH 002	27.08	28.72	30.43	32.25	34.19	188 Day
Lead Pre-School Specialist	PSH 003	28.10	29.78	31.58	33.45	35.47	188 Day
Pre-school Director	PSH 004	33.53	35.54	37.67	39.93	42.32	195 Day

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.4.d. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK TEACHERS ASSOCIATION

PUBLIC HEARING/ACTION

ISSUE: Should the Board receive and adopt the Oak Park Unified School District's initial proposal for collective bargaining for the 2019-2020 school year and authorize the Superintendent to initiate negotiations on behalf of the Board?

BACKGROUND: The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Teachers Association expires on June 30, 2019. As such, all articles are open to negotiations. Each side is required to sunshine the articles that it proposes to open for discussion.

A copy of the Oak Park Unified School District's initial proposal for collective bargaining negotiations is attached. Following the public hearing, the Board will be asked to adopt, or revise, and approve the District's initial proposal, and authorize the Superintendent to initiate negotiations on behalf of the Board.

FISCAL IMPACT: None

ALTERNATIVES: 1. Receive and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPTA.
2. Receive, revise and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPTA.

RECOMMENDATION: Approve 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
OFFICE OF HUMAN RESOURCES

To: Oak Park Teacher's Association and the Oak Park Unified Board of Education

From: Dr. Leslie Heilbron, Assistant Superintendent

Subject: OPUSD Proposal for 2019-2020 Negotiations

Date: January 23, 2019

The District proposes to discuss the following articles during the 2019-2020 negotiations with the Oak Park Teacher's Association.

Article 9 – Salaries and Compensation Regulations

Article 10 – Health and Welfare

Article 11 - Work Year and Working Hours

Article 12 – Class Size

Article 14 - Leaves of Absence

Article 21 - Evaluations

Article 28 - Peer Assistance and Review

Cc:

Dr. Anthony Knight, Superintendent

Russ Peters, OPTA President

Joyce Thomas, OPTA Negotiations Chair



President Russ Peters
rpeters@opusd.k12.ca.us

To: Oak Park Unified School District and Leslie Heilbron

From: Russ Peters, OPTA President
Joyce Thomas, Bargaining Chair

Date: Dec. 19, 2018

Oak Park Teachers Association Sunshine Proposal for 2018-2019 Negotiations

Article 9 - Salaries and Compensation Regulations
Extra Pay Annual Stipend Schedule

Article 10 - Health and Welfare Benefits

Article 11 - Work Year and Working Hours

Article 12 - Class Size

Article 14 – Leaves of Absence

Article 19 - Transfers and Reassignments

Article 24 – Special Education

Article 26 – Retirement

Article 31 – Term of Agreement and Negotiation Procedures

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.4.e. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK CLASSIFIED ASSOCIATION

PUBLIC HEARING/ACTION

ISSUE: Should the Board receive and adopt the Oak Park Unified School District's initial proposal for collective bargaining for the 2019-2020 school year and authorize the Superintendent to initiate negotiations on behalf of the Board?

BACKGROUND: The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Teachers Association expires on June 30, 2020. As such, only a few articles are open to negotiations. Each side is required to sunshine the articles that it proposes to open for discussion.

A copy of the Oak Park Unified School District's initial proposal for collective bargaining negotiations is attached. Following the public hearing, the Board will be asked to adopt, or revise, and approve the District's initial proposal, and authorize the Superintendent to initiate negotiations on behalf of the Board.

FISCAL IMPACT: None

ALTERNATIVES: 1. Receive and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPCA.
2. Receive, revise and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPCA.

RECOMMENDATION: Approve 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
OFFICE OF HUMAN RESOURCES

To: Oak Park Classified's Association and the Oak Park Unified Board of Education

From: Dr. Leslie Heilbron, Assistant Superintendent

Subject: OPUSD Proposal for 2019-2020 Negotiations

Date: January 23, 2019

The District proposes to discuss the following articles during the 2019-2020 negotiations with the Oak Park Classified's Association.

Article 11 – Salaries, Pay and Allowances

Article 12 – Health and Welfare Benefits

Article 13 – Leaves of Absence

Cc:
Virginia Standring, OPCA President
Dr. Anthony Knight, Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: B.5.a. APPROVE AMENDMENT TO EMPLOYMENT CONTRACT WITH THE SUPERINTENDENT

ACTION

ISSUE: Shall the Board approve an amendment to the Employment Contract with the Superintendent?

Approve minor clean up language in the Superintendent's Employment Contract.

BACKGROUND: The parties negotiated a 3% salary increase for certificated employees. The Superintendent does not automatically receive the same salary increase provided certificated employees. Any salary increase the Superintendent receives must be in the form of a written amendment. The Board of Education would like to consider and possibly approve an amendment to the Superintendent's employment contract to include a 3% increase in salary; the same salary increase to be provided other certificated employees.

The amendment to the Superintendent's Employment Contract also includes statutorily required language regarding potential abuse by the Superintendent of his office or position.

FISCAL IMPACT: The proposed salary increases for all District employees, including the Superintendent, will be funded from the General Fund unrestricted and undesignated ending balance. Assuming the Board's approval, the District's revised Reserve for Economic Uncertainties is projected to be \$1,612,074, or 3.5%, exceeding the State Reserve Standard.

ALTERNATIVES:

1. Approve the amendment of the Employment Contract for the Superintendent.
2. Do not approve the amendment of the Employment Contract for the Superintendent.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY 0450 –
COMPREHENSIVE SAFETY PLAN - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 0450 – Comprehensive Safety Plan?

BACKGROUND: Board Policy 0450 updated to reflect NEW LAW (AB 1747) which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions. Board Policy 0450 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 0450 – Comprehensive Safety Plan.
2. Do not amend Board Policy 0450 – Comprehensive Safety Plan.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000 Philosophy, Goals, Objectives and Comprehensive Plans BP 0450(a)

Comprehensive Safety Plan

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.41 - Use of Seclusion and Restraint)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year- and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive ~~school~~-safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0450(b)

(cf. 0500 - Accountability)

(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that ~~includes~~ addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with ~~a~~ representative(s) of ~~an~~ employee bargaining unit, ~~(s)~~, if ~~he/she chooses~~ they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Legal Reference:

EDUCATION CODE

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0450(c)

200-262.4 Prohibition of ~~sex~~-discrimination
32260-32262 Interagency School Safety Demonstration Act of 1985
32270 School safety cadre
32280-32289 School safety plans
32290 Safety devices
35147 School site councils and advisory committees
35183 School dress code; uniforms
35291 Rules
35291.5 School-adopted discipline rules
~~35294.10-35294.15 School Safety and Violence Prevention Act~~
~~41510-41514 School safety and consolidated grant~~
41020 Annual audits
48900-48927 Suspension and expulsion
48950 Speech and other communication
49079 Notification to teacher; student act constituting grounds for suspension or expulsion
67381 Violent crime
GOVERNMENT CODE
54957 Closed session meetings for threats to security
PENAL CODE
422.55 Definition of hate crime
626.8 Disruptions
11164-11174.3 Child Abuse and Neglect Reporting Act
CALIFORNIA CONSTITUTION
Article 1, Section 28(c) Right to Safe Schools
CODE OF REGULATIONS, TITLE 5
11987-11987.7 School Community Violence Prevention Program requirements
11992-11993 Definition, persistently dangerous schools
UNITED STATES CODE, TITLE 20
7111-7122 Student Support and Academic Enrichment Grants
7912 Transfers from persistently dangerous schools
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011~~

~~Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010~~

~~Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010~~

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0450(d)

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

~~*Early Warning, Timely Response: A Guide to Safe Schools, August 1998*~~

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/l/s/>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

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

U.S. Secret Service, National Threat Assessment Center:

<http://www.secretservice.gov/nate-ssi.shtmlprotection/ntac>

Adopted: 12-4-01

Amended: 9-17-02, 3-22-05, 3-08, 3-20-12, 12-06-2016, 1-23-19

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(a)

Comprehensive Safety Plan

Development and Review of Comprehensive School ~~Site~~ Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council ~~also~~ shall also consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee. ~~This committee shall be~~ composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

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

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the ~~school safety~~ plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(b)

3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan ~~also~~ shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-[11174.3](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(c)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

- b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts ~~which~~that would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

(cf. 1312.3 - Uniform Complaint Procedures)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(d)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. ~~Hate crimes reporting procedures~~ Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

~~(cf. 5145.9 - Hate-Motivated Behavior)~~

Among the strategies for providing a safe environment, the ~~school~~comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(e)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, ~~and hate crimes,~~ as well as behavioral expectations and consequences for violations. ~~A pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.~~

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

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

7. District policy related to possession of firearms and ammunition on school grounds

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(f)

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
- b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
- c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(g)

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

14. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after ~~the~~^a crisis has occurred, such as counseling

15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0450(h)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Adopted: 12-4-01

Amended: 9-17-02, 11-04, 3-08, 11-1, 12-06-16, [1-23-19](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 1330 – USE OF SCHOOL
FACILITIES - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 1330 – Use of School Facilities?

BACKGROUND: Board Policy 1330 updated to reflect the board's authority to provide the use of school facilities free of charge to recreational youth sports leagues that charge participants no more than an average of \$60 per month. Policy also adds new section on the use of school facilities as a polling place, formerly in BP 1400 - Relations Between Other Governmental Agencies and the Schools. Regulation updated to more directly reflect law addressing the board's authority to approve serving alcohol during a special event at district-owned facilities at a time when students are not present. Board Policy 1330 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 1330 – Use of School Facilities.
2. Do not amend Board Policy 1330 – Use of School Facilities.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(a)

Use Of School Facilities

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary-

(cf. 0450 - Comprehensive School Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or

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Series 1000

Community Relations

BP 1330(b)

grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations, and by clubs or associations organized to promote youth and school activities. ~~As specified in Education Code 48134(a), these groups include, including, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, USA, YMCA, parent-teacher associations, school-community advisory councils, Oak Park Municipal Advisory Council, Community Foundation for Oak Park and Friends of Oak Park Schools. Facilities may also be used for fundraising activities by free use groups when the net receipts are used for the welfare of the district's students or to support district needs and recreational youth sports leagues that charge participants no more than an average of \$60 per month.~~ Other groups that request the use of school facilities under the Civic Center Act, ~~including nonprofit groups not organized to promote youth and school activities and for-profit groups,~~ shall be charged an amount not ~~to exceed~~ **exceeding** direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. In-
~~determining direct~~ (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds, ~~the Superintendent or designee shall calculate, be calculated~~ in accordance with 5 CCR ~~14038, 14038~~ **and may reflect** the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1330(c)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space, ~~school facilities and grounds~~

~~However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school tutoring and child care programs. (5 CCR 14037) supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved~~

~~(cf. 5148 - Child Care and Development)~~

~~(cf. 5148.2 - Before/After School Programs)~~

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services ~~of~~ performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(d)

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

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) ~~113-508 U.S. Ct. 2141~~ 384

Cole v. Richardson, (1972) 405 U.S. 676, ~~92 S.Ct. 1332~~

Connell v. Higgenbotham, (1971) 403 U.S. 207, ~~91 S.Ct. 1772~~

ACLU ~~of So. Calif.~~ v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(e)

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

California Department of Education: [http://~~222~~www.cde.ca.gov](http://222www.cde.ca.gov)

Adopted: 2-22-78

Amended: 10-4-83, 12-17-85, 5-15-90, 4-2-91, 9-26-95, 9-17-02, 11-18-03, 10-16-12, 8-20-13,
10-21-14, [1-23-19](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1330(a)

Use Of School Facilities

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that ~~the organization upholds~~ they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.—

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

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Community Relations

AR 1330(b)

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

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities **or grounds** shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of ~~the~~ school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of ~~alcoholic beverages~~ **drugs** or any restricted substances, including tobacco ~~use~~

(cf. 3513.3 - Tobacco-Free Schools)

~~However,~~

4. Any use which involves the ~~Superintendent or designee may approve the use of district facilities for special events that may involve the acquisition,~~ possession, ~~use, or~~ consumption, ~~or~~ sale of alcoholic beverages ~~when the event is,~~ except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are ~~generally~~ not on the ~~school~~ grounds. ~~(Business and Professions Code 25608)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1330(c)

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The ~~Board~~district may charge the amount necessary to repair the damages and may deny the group further use of school facilities- or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. ~~-Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.~~ (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Adopted: 2-22-78

Amended: 9-17-02, 11-06, 9-09, 4-13, 4-15, 1-23-19

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

Series 1000

Community Relations

E 1330 (a)

PRIORITY OF USE

School functions shall take precedence over events of outside organizations. The following categories establish the priority of use and are the basis for fees:

1. School district activities and programs directly related to the educational program.
2. Organizations sponsored by the district, such as ASB, booster clubs, parent-teacher groups and employee organizations.
3. Activities designed to serve the youth of the district, such as non-profit youth athletic organizations or ~~Rancho Simi Recreation & Parks~~.
4. Activities designed to service the adults of the district, such as senior citizen, civic, and homeowner groups or adult activities ~~of Rancho Simi Recreation & Parks~~.
5. Groups charging fees for activities where the money collected is not used for the direct benefit of the children of the district or a recognized charity.
6. Commercial groups or other profit-making organizations.

APPLICATION FOR USE

Application forms for facility use may be obtained at the school site of the proposed use. Applications, if approved, shall be valid for a period not to exceed one school year (July 1 – June 30). Applications for use in a specific school year will not be accepted for processing before January 1 of the preceding school year.

The completed application forms must be submitted to the office of the site requested. The site administrator shall be responsible for approval of any facility use request at his/her location, and shall sign the request form to indicate his/her approval or disapproval of the request, and will forward the use request to the District's business office for processing.

PAYMENT OF FEES AND APPROVAL OF USE

Upon approval of use by the site administrator, fees will be assigned by the business office in accordance with Board-approved rates. The applicant shall be invoiced for the proposed use, and all fees must be paid in full at least 15 days prior to the use. Failure to pay fees will result in the denial of the facility use request. Upon receipt of full payment, the business office shall notify the applicant of the approval of its facility use request.

Approved facility use permits are authorized solely for use by the original applicant. Subletting of an approved use of District facilities is strictly prohibited and shall result in the immediate cancellation of the permit.

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

Series 1000

Community Relations

E 1330 (b)

FACILITY USE FEE SCHEDULE

Effective July 1, 2018, ~~R~~ates for use of District facilities shall be charged as indicated below. Rates indicated are hourly, and all facility uses require a 2-hour minimum except as noted.

FACILITY DESCRIPTION	Free	Direct	Fair Rental
Standard K-12 Classroom	0	20.50	30.75
Elementary Multipurpose Room	0	36.00	56.50
MCMS Multipurpose Room/Gymnasium	0	41.00	61.75
OPHS Multipurpose Room (3-HR)	0	56.50	87.25
OPHS Gymnasium (3-HR)	0	56.50	87.25
Cafeteria*	0	53.50	82.25
Lunch Area	0	15.50	25.75
Restrooms*	0	10.75	15.50
Playfields	0	25.75	41.00
Playgrounds	0	10.25	15.50
Tennis Courts	0	12.50	31.50
Softball Field	0	25.75	41.00
Baseball Field	0	25.75	41.00
Stadium Bleachers	0	72.00	107.75
Stadium Field	0	77.00	118.00
Stadium Lights*	0	102.75	154.00
Film Production (per day)			2,365.00
Parking Lot Rental*	0	25.75	51.25
Custodial Services Personnel	0	41.00	61.25
Food Services Personnel	0	41.00	61.25
Utilities Fee (per day)	0	15.50	25.75
Processing Fee	0	15.50	15.50

**May require additional charge for employee services.*

DETERMINATION OF FEES

Free Use – The Board may authorize the use of school facilities or grounds without charge by nonprofit organizations, clubs or associations organized to promote youth and school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, school-community advisory councils, ~~Oak Park Municipal Advisory Council, Community Foundation for Oak Park and Friends of Oak Park Schools~~. Facilities may also be used for fundraising activities by free use groups when the net receipts are used for the welfare of the district's students or to support district needs.

Direct Cost Fees – Activities other than those specified for free use or fair rental value fee shall

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

Series 1000

Community Relations

E 1330 (c)

be charged a fee not to exceed direct costs to the district. The following activities shall be charged direct costs: activities of recreational youth groups that arranges for and supervises sports league activities; activities of religious groups for temporary periods; and activities not previously identified which do not fall within the free use or fair rental value classifications

Fair Rental Value Fees – Groups which use school facilities or grounds for the following activities shall be charged fair rental value: entertainment or meetings where admission is charged or contributions solicited and the net receipts are not to be expended for charitable purposes or for the welfare of the district's students; any commercial use by profit-making organizations.

INSURANCE

A Certificate of Insurance and Endorsement verifying public liability and property damage insurance shall be presented before permission is granted for use of OPUSD facilities. For any recreational use, or for any use for which a fair rental fee is charged, the amount of insurance shall be \$1,000,000. For all other uses, the amount of insurance shall be \$500,000 against a claim of personal injury and \$100,000 against a claim of property damage. Insurance shall name Oak Park Unified School District as an additional insured on a separate endorsement and shall be senior to any other insurance carried by the District.

RESPONSIBILITY

Groups shall be responsible for the condition in which they leave the facilities. If school property is damaged or abused beyond normal wear, the costs of repair or replacement shall be paid for by the organization involved. Organizations not complying with all rules and regulations will be denied further use of school facilities

RESTROOM FACILITIES

Any use of facilities exceeding 4 hours per day shall also require the use of restroom facilities at the established rate, including the cost of custodial services. For long term uses, such as seasonal use by youth athletic organizations, restroom keys may be checked out as authorized by this policy. The user group will also be charged the established rate for custodial services to clean the restrooms. Alternatively, the user group may, at its sole expense and responsibility, and with the District's permission, provide portable toilet facilities for the duration of the authorized use.

ISSUANCE OF KEYS FOR FACILITIES

Upon request, and with the approval of both the school site administration and the business office, building and gate keys may be issued to responsible user groups. Organizations approved for use of a specific facility may check out a door key upon receipt of a \$1,000.00 refundable security deposit. Groups approved for use of a playfield, athletic field, or parking lot use may check out a gate key upon receipt of a \$100.00 refundable security deposit. The business office will issue all approved keys and collect the required security deposits.

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

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Community Relations

E 1330 (d)

Any loss of keys shall result in the forfeiture of the user's security deposit, and may result in the cancellation of the user's permit.

The user group shall be solely responsible to unlock and relock doors and gates under its use. Failure to properly secure doors and gates after any use may result in forfeiture of the user's security deposit and cancellation of the user's permit. The user shall be held financially responsible for school property that is damaged due to the user's failure to secure the facilities.

USE OF CAFETERIA FACILITIES

School and Parent-Teacher Organization Functions Use of the cafeteria facilities for school activities or by parent-teacher organizations are to be arranged through the school office and coordinated with the Director of Child Nutrition Services. A food service employee will be on duty for the duration of the event to supervise the use of equipment and to ensure that proper sanitation procedures are followed.

User Group Functions Use of the cafeteria facilities for outside user groups are to be arranged through the school office and the Director of Child Nutrition Services. A food service employee shall be on duty for the duration of the entire event. The primary responsibility of the employee shall be to supervise the proper and safe use of equipment and to ensure that proper food preparation and sanitation procedures are followed. The employee will serve as a working supervisor, assisting the user group in preparation and cleaning.

1. Users will adhere to all rules and regulations of the Child Nutrition Services department as related to equipment and health and safety. Only adults are permitted to work in the kitchen service and preparation areas.
2. The user groups shall supply its own food and supplies for its event. No food or supplies belonging to the cafeteria shall be used, borrowed, or handled by the user group.
3. All equipment pots, pans, and utensils used shall be left clean and returned to their respective storage areas. Dishes, pots, pans and utensils shall not be removed from the kitchen without the permission of the food service employee in charge.
4. All counters shall be cleaned to their original condition and floors shall be swept. The user group will be charged the established rate for custodial services to mop and sanitize the floor.
5. The organization shall be financially responsible for any breakage, damage or missing equipment. Any damage or missing equipment or supplies will be billed to the organization.
6. In the event of disputes regarding the use of equipment, the condition of the kitchen, or proper procedures, the Director of Child Nutrition Services shall make the final decision.

Adopted: 9-21-10

Amended: 10-16-12, 1-23-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 3514 – ENVIRONMENTAL SAFETY
- First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3514 – Environmental Safety?

BACKGROUND: Board Policy 3514 and regulation updated to reflect NEW LAW (AB 746) which provides that, if a community water system finds lead above specified levels in a school's potable water system, the district must notify parents/guardians, shut down fountains and faucets, and provide a source of drinking water to students. Policy also deletes details regarding district strategies that are duplicated in the AR. Regulation also updates material related to particulate filters in school buses and carbon monoxide detectors to reflect current law. Board Policy 3514 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 3514 – Environmental Safety.
2. Do not amend Board Policy 3514 – Environmental Safety.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3514(a)

Environmental Safety

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. ~~He/she~~ and shall ~~develop~~ ~~establish a comprehensive plan~~ ~~strategies~~ to prevent and/or mitigate environmental hazards. ~~based on a consideration of the~~ ~~He/she shall consider the~~ proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, attendance, including the impact on student achievement and attendance, and student achievement.

(cf. 0200 – Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

(cf. 3517 – Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

~~(cf. 5030 – Student Wellness)~~

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

~~Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:~~

~~1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities~~

~~(cf. 3513.3 – Tobacco-Free Schools)~~

~~(cf. 5141.23 – Asthma Management)~~

~~(cf. 6163.2 – Animals at School)~~

~~(cf. 7150 – Site Selection and Development)~~

~~2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm~~

~~(cf. 3516.5 – Emergency Schedules)~~

~~(cf. 5141.7 – Sun Safety)~~

~~(cf. 6142.7 – Physical Education)~~

~~3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles~~

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~~(cf. 3540—Transportation)~~

~~(cf. 3541.1—Transportation for School-Related Trips)~~

~~4. Minimizing exposure to lead in paint, soil or drinking water~~

~~5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials.~~

~~6. Ensuring the proper storage, use and disposal of potential hazardous substances~~

~~(cf. 3514.1—Hazardous Substances)~~

~~(cf. 6161.3—Toxic Art Supplies)~~

~~7. Ensuring the use of effective least toxic pest management practices~~

~~(cf. 3514.2—Integrated Pest Management)~~

~~8. Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses~~

~~(cf. 3550—Food Service/Child Nutrition Program)~~

~~In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, and other community organizations.~~

~~(cf. 1020—Youth Services)~~

~~The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environment safety at the schools.~~

~~(cf. 4131/4231/4331—Staff Development)~~

~~The Superintendent or designee shall notify the Board, staff, parents/guardians, student, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.~~

~~(cf. 5141.6—Student Health and Social Services)~~

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Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

(cf. 3510 - Green School Operations)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)
(cf. 3516.5 - Emergency Schedules)
(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5141.23 - Asthma Management)
(cf. 5141.7 - Sun Safety)
(cf. 5142.2 - Safe Routes to School Program)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6163.2 - Animals at School)
(cf. 7150 - Site Selection and Development)

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.

(cf. 1020 - Youth Services)

The Superintendent or designee shall provide the district's maintenance and facilities staff, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

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

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

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Legal Reference:

EDUCATION CODE

17002 Definition of “good repair”

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17613 Healthy Schools Act of 2000, least toxic pest management practices

[32080-32081 Carbon monoxide devices](#)

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest Control Operations and Agricultural Chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-11437 California Retail Food Code, sanitation and safety requirements

[116277 Lead testing of potable water at schools and requirements to remedy](#)

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-1533 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

[2025 Retrofitting of diesel school buses](#)

[2480 Vehicle idling](#)

CODE OF REGULATIONS, TITLE 17

35001-35099 Lead Abatement Services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

CODE OF REGULATIONS, TITLE 24

[915.1-915.7 California Building Standards Code; carbon monoxide devices](#)

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

UNITED STATES CODE, TITLE 42

1758 Food safety and inspections

CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards

745.61-745.339 Lead-based paint standards

763-.80-763.99 Asbestos-containing materials in schools

763.120-763.123 Asbestos worker protections

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Management Resources:

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Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

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School Site Selection and Approval Guide, 2000

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Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD PUBLICATIONS

Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011

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Frequently Asked Questions about Lead Testing of Drinking Water in California Schools; Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017

DIVISION OF THE STATE ARCHITECT PUBLICATIONS

K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012

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A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016

Healthy School Environments Assessment Tool, rev. 2015

Indoor Air Quality Tools for Schools, rev. 2007

Mold Remediation in Schools and Commercial Buildings, September 2008

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The ABCs of Asbestos in Schools, rev. August 2003

~~*Mold Remediation in Schools and Commercial Buildings, March 2001*~~

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

WEB SITES

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Building Standards: <http://www.bsc.ca.gov/codes.aspx>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

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

California State Water Resources Control Board: <http://www.waterboards.ca.gov>

~~California Indoor Air Quality Program: <http://www.cal-iaq.org>~~

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Adopted: 9-17-02

Amended: 2-17-04, 10-21-08, 1-23-19

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Environmental Safety

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3517 - Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5030 - Student Wellness)

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to

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minimize seepage of radon into buildings from surrounding soils.

4. Least toxic pest management practices shall be used to control and manage pests at school sites.

(cf. 3514.2 - Integrated Pest Management)

5. In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel-burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 – Hazardous Substances)

~~*(cf. 6161.3 – Toxic Art Supplies)*~~

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in ~~a~~ locations that are well ventilated ~~area~~ and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfumes or cologne, scented lotion or hair spray, nail polish or

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nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, ~~and/or~~ ultraviolet radiation levels, ~~and/or~~ temperature and humidity.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly ~~sensitive.~~ susceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

(cf. 5142.2 - Safe Routes to School Program)

Any diesel-fueled, dual-fueled, or alternative diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed, and. ~~Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets~~fountains shall be flushed thoroughly.

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~~each day before use or made inoperable until a plan for remediation can be implemented. Whenever levels of arsenic, bacteria~~ regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee ~~may recommend basic filtration or pipe flushing when feasible.~~ shall take reasonable steps to identify the source and ~~Until~~ mitigate the concern to ensure the availability of safe drinking water ~~is assured to be safe.~~ As needed, the Superintendent or designee ~~may explore alternatives~~ shall provide alternative sources of drinking water, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. ~~As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.~~

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

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)

Lead Exposure

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area. ~~disposal of lead debris and the clean-up and containment of dust within the construction area.~~
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.

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4. Soil with ~~high~~low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.
5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

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(cf. 4231- Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased~~or~~, acquired, **or otherwise used** by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. ~~At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)~~
2. Based on the results of the inspection, an appropriate response~~;~~ which is sufficient to protect human health and the environment~~;~~ shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. ~~and P~~parent/guardian, teacher, and employee organizations ~~are~~**shall be** annually informed of the availability of these plans. (40 CFR 763.84, **763.93**)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations

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and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (~~40 CFR 763.84~~; Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work, [preparation of a management plan](#), and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing ~~building~~ materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Adopted: 7-08

Amended: 8-13, [1-23-19](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 23 2019
**SUBJECT: B.6.d. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION
3514.2 – INTEGRATED PEST MANAGMENT - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Administrative Regulation 3514.2 – Integrated Pest Management?

BACKGROUND: Administrative Regulation 3514.2 updated to clarify the applicability of integrated pest management requirements to child care facilities, delete an outdated date by which the annual training requirement became effective, and add requirement for pesticide-specific training. Regulation also reflects NEW STATE REGULATION (Register 2017, No. 45) which prohibits growers from making certain agricultural pesticide applications within one-quarter mile of a school site between 6:00 a.m. and 6:00 p.m. on weekdays and requires such growers to annually notify the principal regarding pesticides it expects to use during the year. Administrative Regulation 3514.2 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Administrative Regulation 3514.2 – Integrated Pest Management.
2. Do not amend Administrative Regulation 3514.2 – Integrated Pest Management.

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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Integrated Pest Management

Definition

Integrated pest management (IPM) means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. (Education Code 17609; Food and Agricultural Code 13181)

(cf. 3510 - Green School Operations)

School site means any facility used as a child day care facility or for kindergarten, elementary, or secondary school purposes and includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by students. (Education Code 17609)

The Oak Park Unified School District has a Pesticide Free Policy that does not allow for the use of toxic pesticides unless an EMERGENCY situation exists. The District strives to never use toxic pesticides, herbicides or rodenticides, and authorizes their use only in the rare event of a grave threat to the health and safety of the school community when effective alternatives are not available. Pesticides that pose the least possible ***hazard and are effective in a manner that minimizes risks to people, animals, property, and the environment*** are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)

Procedures Program Components

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an ~~Integrated Pest Management (IPM)~~ program that does not allow for the use of toxic pesticides, herbicides or redenticides, unless in case of emergency. In the rare event of a grave threat to the health and safety of the school community where no other effective alternative to the use of pesticide may be used, the Superintendent will be notified prior to any application of pesticides.

The IPM coordinator shall prepare and annually update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated. (Education Code 17611.5)

The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)

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The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The district's program shall include, but not necessarily be limited to, the following components:

1. Carefully monitoring and identifying the pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, animal, property or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazard that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering a full range of possible alternative treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological means. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
5. Selecting nonchemical pest management methods over chemical methods, whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazard to people, animal, property or the environment.

No pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site, shall be used at a school site. (Education Code 17610.1)

~~6. Ensuring that persons applying District approved pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM and have a pesticide applicator's licence.~~

(cf. 4231 – Staff Development)

6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and product label directions. ~~registered with the U.S. Environmental Protection Agency (EPA) as well as any disposal requirements indicated on the product label.~~

(cf. 3514 - Environmental Safety)

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AR 3514.2(c)

(cf. 3514.1 - Hazardous Substances)

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.
8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM as described in the section "Training" below.
9. Evaluating the effectiveness of treatments to determine if revisions to the IPM plan are needed.

Training

The IPM coordinator and any employee or contractor who may be designated to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health. (Education Code 17614; Food and Agricultural Code 13186.5)

(cf. 4231 - Staff Development)

Any district employee who handles pesticides shall also receive pesticide-specific safety training prior to applying pesticides and annually thereafter in accordance with 3 CCR 6724.

Prohibited Pesticides

The IPM Coordinator shall not use a pesticide on a school site if that pesticide has been granted a conditional or interim registration or an experimental use permit by the DPR or if the pesticide is subject to an experimental registration issued by the EPA and either of the following conditions exists: (Education Code 17610.1)

1. The pesticide contains a new active ingredient.
2. The pesticide is for new use.

In addition, the IPM Coordinator shall not use a pesticide on a school site if DPR cancels or suspends registration or requires that the pesticide be phased out from use. (Education Code 17610.1)

Notification

~~The IPM Coordinator shall annually notify~~ Staff and parents/guardians of students enrolled at a school site ~~shall be annually notified~~, in writing, regarding pesticide products expected to be applied at the school facility in the upcoming year. The notification shall include at least the following: (Education Code 17612)

OAK PARK UNIFIED SCHOOL DISTRICT

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Series 3000

Business and Non-Instructional Operations

AR 3514.2(d)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. The Internet address (<http://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184.
3. If the school has posted its IPM plan, the Internet address where the plan may be found
- 3.4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive notification of individual pesticide application at the school site.
6. Other information deemed necessary by the Superintendent or IPM coordinator

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

4. Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM Coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

~~5. Other information deemed necessary by the Superintendent or IPM coordinator.~~

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM Coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

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AR 3514.2(e)

Whenever the IPM Coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

Posting of Warning Signs

The IPM Coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and until 72 hours after the application. The warning sign shall prominently display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide, to protect the health and safety of students, staff, or other persons or the school site, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

At the end of each calendar year, the IPM coordinator shall submit to DPR, on a form provided by DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. ~~Such records may be maintained~~ A school may meet this requirement by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 – Access to District Records)

(cf. 3580 - District Records)

Pesticide Use near School Site

Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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AR 3514.2(f)

school site, and parents/guardians of students enrolled at the school.

The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are scheduled.

The following procedures/strategies shall be employed:

Problem	Strategy
Weed Control	Mulch with hand pulling of weed
Ants	Elimination of food sources /Boric acid
Gophers	Trap and release elsewhere
Roaches/mice	Installation of bottom door sweeps/elimination of food source
Bees	Trap and remove with beekeeper
Snake	Call a professional snake catcher

The school district has assigned the Director of [Sustainability](#), Maintenance and Operations, to carry out the requirements of the Healthy Schools Act, as the designated IPM coordinator for the district. Parents and staff receive annual written notification of the district's pesticide free policy and the following directions: Information regarding pesticides may be obtained at the California Department of Pesticide Regulation or you may call the National Pesticide Telecommunications Network at 1-800-858-7378. This toll-free service is funded by EPA and operated by ~~the~~ Oregon State University. The service is available from 9:30 a.m. to 7:30 p.m. EST Monday through Friday.

Other useful links provided by the Department of Pesticide Regulation:

- County of Santa Barbara IPM website
- California Department of Pesticide Regulation
- U.S. EPA Integrated Pest Management (IPM) in Schools
- University of California Statewide IPM Program
- Rodent-Proof Construction and Exclusion Methods, Internet Center for Wildlife Damage Management
- University of Wisconsin's IPM Website

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Business and Non-Instructional Operations

AR 3514.2(g)

Legal Reference:

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17613 Healthy Schools Act of 2000

48980 Notice at the beginning of term

48980.3 Notification of pesticides

BUSINESS AND PROFESSIONS CODE

8593.2 Licensed pest control operators; training requirements

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 3

6147 Pesticides exempted from registration requirements

6690-6692 Pesticide use near school sites

6724 Training of employees handling pesticides

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer's obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

Healthy Schools Act Requirements for Public K-12 Schools

School District Integrated Pest Management Plan Template

U.S. ENVIRONMENTAL PROTECTION AGENCY

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

WEB SITES

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

California Department of Pesticide Regulation, School IPM: <http://schoolipm.info>

U.S. Environmental Protective Agency, Integrated Pest Management at Schools:

<http://www.epa.gov/pesticides/ipm>

Adopted: 9-17-02

Amended: 3-06, 4-15, 6-16, 1-23-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.6.e. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9322 –
AGENDA/MEETING MATERIAL - First Reading**

ACTION

ISSUE: Should the Board of Education approve an amendment to Bylaws of the Board 9322 – Agenda/Meeting Material?

BACKGROUND: Board Bylaw 9322 updated to reflect requirement effective January 1, 2019 that districts post a direct link on the homepage of their web site to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee comprised exclusively of board members. Board Bylaw 9322 is being updated with recommended changes from CSBA.

ALTERNATIVES:

1. Approve an amendment of Bylaws of the Board 9322 – Agenda/Meeting Material.
2. Do not approve an amendment Bylaws of the Board 9322 – Agenda/Meeting Material.

RECOMMENDATION: At the Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9322(a)

Agenda/Meeting Material

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 – Vision)

(cf. 0200 - Goals for the School District)

Each agenda ~~Governing Board meeting agendas~~ shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. ~~However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it.~~ (Government Code 54954.3)

The agenda ~~for a regular Board meeting~~ shall also provide members of the public an opportunity to ~~testify at regular meetings~~ ~~provide comment~~ on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each ~~agenda for a regular meeting~~-agenda shall list the address designated by the Superintendent or designee for public inspection of ~~agenda~~-documents ~~related to an open session item~~ that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall ~~specify that include~~ information regarding how, when, and to whom a request ~~should be made if~~ an individual ~~should contact the Superintendent or designee if he/she~~ requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

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BB 9322(b)

Agenda Preparation

The Board president and the Superintendent, as ~~S~~secretary to the Board, shall work together to develop the agenda for each regular and special meeting. ~~Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.~~

~~(cf. 0000—Vision)~~

~~(cf. 0200—Goals for the School District)~~

~~(cf. 9121 - President)~~

~~(cf. 9122 - Secretary)~~

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing ~~and be submitted~~ to the Superintendent or designee with supporting documents and information, if any, at least twelve days before the scheduled meeting date. Items submitted less than twelve days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing ~~an~~the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, ~~or an~~ information item that does not require immediate action, ~~or consent item that is routine in nature and for which no discussion is anticipated.~~

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. ~~Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.~~

The agenda shall provide an opportunity for members of the public to comment on any consent

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BB 9322(c)

agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

~~Consent Agenda/Calendar~~

~~In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a 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.~~

~~When any Board member requests the removal of an items from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.~~

~~The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)~~

Agenda Dissemination to Board Members

At least ~~three days~~72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, ~~citizens~~ and others; and other available documents pertinent to the meeting.

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BB 9322(d)

When special meetings are called, ~~the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to~~ Board members ~~as soon as possible before~~ shall receive, at least 24 hours prior to the meeting-, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

~~The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items.—~~

~~The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first.—(Government Code 54954.1)~~

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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BB 9322(e)

shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, ~~provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular Board meeting. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting.~~ (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

~~(cf. 1113—District and School Web Sites)~~

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

~~(cf. 1340—Access to District Records)~~

Any document prepared by the district or ~~the~~ Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda ~~and/or~~, agenda packet, ~~and/or any writings distributed at the meeting~~ available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

~~Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)~~

~~Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Superintendent or designee, not to exceed the cost of providing the service.~~

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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Bylaws of the Board

BB 9322(f)

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 ~~Public~~ Availability of public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal. ~~Ap~~ App. 4th 229

Caldwell v. Roseville Joint Union ~~USD~~ High School District, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 Ops. Cal. Atty. Gen. 11 (2016)

78 Ops. Cal. Atty. Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, ~~2010~~ 2015

The Brown Act: School Boards and Open Meeting Laws, rev. ~~2009~~ 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

CALIFORNIA CITY ATTORNEY PUBLICATIONS

~~Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000~~

WEB SITES

CSBA, *Agenda Online*: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.stateoag.ca.usgov>

Adopted: 10-19-77

Amended: 3-2-83, 11-6-84, 11-13-90, 3-12-02, 9-17-02, 9-16-08, 3-12-13, 1-23-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

**SUBJECT: B.6.f. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9324 –MINUTES
AND RECORDING - First Reading**

ACTION

ISSUE: Should the Board of Education approve an amendment to Bylaws of the Board 9324 – Minutes and Recordings?

BACKGROUND: Board Bylaw 9324 updated to reflect NEW LAW (SB 1036) which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment. Board Bylaw 9324 is being updated with recommended changes from CSBA.

ALTERNATIVES: 1. Approve an amendment of Bylaws of the Board 9324 –Minutes and Recordings.
2. Do not approve an amendment Bylaws of the Board 9324 –Minutes and Recordings.

RECOMMENDATION: At the Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOLDISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9324(a)

Board Minutes and Recordings

The Governing Board recognizes that maintaining accurate minutes of Board meetings **helps foster public trust in Board governance** and provides a record of Board actions for use by district staff and the public. ~~and helps foster public trust in Board governance.~~

(cf. 9000 – Role of the Board)

(cf. 9005 – Governance Standards)

(cf. 9323 – Meeting Conduct)

The secretary of the ~~Governing~~ Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 – Access to District Records)

(cf. 9122 – Secretary)

(cf. 9323.2 - Actions by the Board)

The minutes of Board meetings shall include, but not be limited to:

1. ~~The minutes shall reflect~~ A notation of which Board members are present, **in person or by teleconference**, and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

(cf. 9320 – Meetings and Notices)

2. ~~In order to ensure that the minutes are focused on Board action, the minutes shall include only a~~ A brief summary of the Board's discussion **on each agenda topic**, ~~but shall not include rather than~~ a verbatim record of ~~the Board's discussion on each agenda topic or the names of each~~ Board member's ~~who made~~ specific points of view during the discussion.
3. A summary of the public comments made on agendized items and unagendized topics
4. The ~~minutes shall include the~~ specific language of each motion, and the names of Board members who made and seconded the motion.
5. Preferential votes cast by student Board member(s) (Education Code 35012)

(cf. 9150 - Student Board Members)

6. ~~The minutes shall also report a~~ Any action taken **by the Board**, and the vote or abstention on that action of each Board member present. (Education Code 35145; Government Code 54953)

OAK PARK UNIFIED SCHOOLDISTRICT

BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9324(b)

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

(cf. 5125.1 - Release of Directory Information)

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Board President and Board Clerk.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 – District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meeting

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcast is being made at the direction of the Board ~~at the beginning of the meeting~~, and ~~that the recording or broadcast may capture images and sounds of those attending the meeting.~~ As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

OAK PARK UNIFIED SCHOOLDISTRICT BYLAWS OF THE BOARD

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Bylaws of the Board

BB 9324(c)

Legal Reference:

EDUCATION CODE

35012 Number of members; terms; student board members

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent ~~of all parties to the communication~~

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2009/14

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: ~~<http://www.csba.org>~~ Agenda Online: <http://www.agendaonline.com>

Adopted: 10-19-77

Amended: 3-2-83, 11-6-84, 11-13-90, 3-12-02, 9-17-02, 1-20-09, 9-16-14, 1-23-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

SUBJECT: VII.1 MONTHS 4 AND 5 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Months 4 and 5 of the 2018-19 school year?

BACKGROUND: As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

FISCAL IMPACT: None. Information only.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Month 4: October 29, 2018 - November 23, 2018										Year to Date: August 8, 2018 - November 23, 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	95	97	(2)	91.89	95.00	(3.11)	96.73%	97.94%	-1.21%	K	95	97	(2)	93.20	95.56	(2.36)	98.11%	98.52%	-0.41%
1	84	81	3	82.22	77.79	4.43	97.88%	96.04%	1.84%	1	84	81	3	82.22	77.90	4.32	97.88%	96.17%	1.71%
2	84	76	8	82.22	74.64	7.58	97.88%	98.21%	-0.33%	2	84	76	8	83.52	73.80	9.72	99.43%	97.11%	2.32%
3	82	97	(15)	79.89	95.93	(16.04)	97.43%	98.90%	-1.47%	3	82	97	(15)	79.03	95.97	(16.94)	96.38%	98.94%	-2.56%
4	97	119	(22)	93.67	115.71	(22.04)	96.57%	97.24%	-0.67%	4	97	119	(22)	96.24	115.37	(19.13)	99.22%	96.95%	2.27%
5	125	100	25	123.22	97.36	25.86	98.58%	97.36%	1.22%	5	125	100	25	122.17	97.76	24.41	97.74%	97.76%	-0.02%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	567	570	(3)	553.11	556.43	(3.32)	97.55%	97.62%	-0.07%	Total	567	570	(3)	556.38	556.36	0.02	98.13%	97.61%	0.52%
OHES										OHES									
K	94	100	(6)	91.55	97.78	(6.23)	97.39%	97.78%	-0.39%	K	94	100	(6)	90.32	97.52	(7.20)	96.09%	97.52%	-1.43%
1	87	77	10	84.33	74.14	10.19	96.93%	96.29%	0.65%	1	87	77	10	84.40	74.51	9.89	97.01%	96.77%	0.25%
2	81	79	2	80.89	76.72	4.17	99.86%	97.11%	2.75%	2	81	79	2	81.25	77.16	4.09	100.31%	97.67%	2.64%
3	79	78	1	75.22	75.22	-	95.22%	96.44%	-1.22%	3	79	78	1	76.24	75.27	0.97	96.51%	96.50%	0.01%
4	95	97	(2)	94.67	94.21	0.46	99.65%	97.12%	2.53%	4	95	97	(2)	93.06	95.09	(2.03)	97.96%	98.03%	-0.07%
5	97	100	(3)	94.00	98.79	(4.79)	96.91%	98.79%	-1.88%	5	97	100	(3)	95.78	98.04	(2.26)	98.74%	98.04%	0.70%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	533	531	2	520.66	516.86	3.80	97.68%	97.34%	0.35%	Total	533	531	2	521.05	517.59	3.46	97.76%	97.47%	0.28%
ROES										ROES									
K	118	97	21	114.77	92.85	21.92	97.26%	95.72%	1.54%	K	118	97	21	112.77	92.82	19.95	95.57%	95.69%	-0.12%
1	85	79	6	81.89	77.36	4.53	96.34%	97.92%	-1.58%	1	85	79	6	83.71	77.54	6.17	98.48%	98.15%	0.33%
2	86	98	(12)	83.67	96.43	(12.76)	97.29%	98.40%	-1.11%	2	86	98	(12)	84.05	95.81	(11.76)	97.73%	97.77%	-0.03%
3	107	102	5	104.11	98.86	5.25	97.30%	96.92%	0.38%	3	107	102	5	103.35	98.64	4.71	96.59%	96.71%	-0.12%
4	97	99	(2)	94.22	97.21	(2.99)	97.13%	98.19%	-1.06%	4	97	99	(2)	95.33	97.51	(2.18)	98.28%	98.49%	-0.22%
5	97	100	(3)	95.67	97.93	(2.26)	98.63%	97.93%	0.70%	5	97	100	(3)	95.48	97.44	(1.96)	98.43%	97.44%	0.99%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	590	575	15	574.33	560.64	13.69	97.34%	97.50%	-0.16%	Total	590	575	15	574.69	559.76	14.93	97.41%	97.35%	0.06%
MCMS										MCMS									
6	357	344	13	349.56	336.50	13.06	97.92%	97.82%	0.10%	6	357	344	13	348.48	337.73	10.75	97.61%	98.18%	-0.56%
7	350	364	(14)	334.22	352.15	(17.93)	95.49%	96.74%	-1.25%	7	350	364	(14)	342.40	355.73	(13.33)	97.83%	97.73%	0.10%
8	382	376	6	372.00	367.64	4.36	97.38%	97.78%	-0.39%	8	381	376	5	375.08	367.59	7.49	98.45%	97.76%	0.68%
SDC	-	1	(1)	-	1.00	(1.00)	0.00%	100.00%	-100.00%	SDC	-	1	(1)	-	1.67	(1.67)	0.00%	167.00%	-167.00%
Total	1,089	1,085	4	1,055.78	1,057.29	(1.51)	96.95%	97.45%	-0.50%	Total	1,088	1,085	3	1,065.96	1,062.72	3.24	97.97%	97.95%	0.03%
OPHS										OPHS									
9	401	404	(3)	393.67	394.79	(1.12)	98.17%	97.72%	0.45%	9	401	405	(4)	394.75	397.61	(2.86)	98.44%	98.18%	0.27%
10	400	381	19	390.67	371.21	19.46	97.67%	97.43%	0.24%	10	400	381	19	391.02	377.89	13.13	97.76%	99.18%	-1.43%
11	366	385	(19)	350.78	370.15	(19.37)	95.84%	96.14%	-0.30%	11	366	385	(19)	355.27	372.10	(16.83)	97.07%	96.65%	0.42%
12	382	370	12	361.78	352.50	9.28	94.71%	95.27%	-0.56%	12	382	370	12	367.36	354.43	12.93	96.17%	95.79%	0.38%
SDC	-	1	(1)	-	1.93	(1.93)	0.00%	193.00%	-193.00%	SDC	-	1	(1)	-	4.08	(4.08)	0.00%	408.00%	-408.00%
Total	1,549	1,541	8	1,496.90	1,490.58	6.32	96.64%	96.73%	-0.09%	Total	1,549	1,542	7	1,508.40	1,506.11	2.29	97.38%	97.67%	-0.29%
OVHS										OVHS									
10-12	36	34	2	34.84	32.43	2.41	96.78%	95.38%	1.40%	10-12	40	34	6	33.42	29.79	3.63	83.55%	87.62%	-4.07%
OPIS										OPIS									
K-12	208	198	10	198.77	193.93	4.84	95.56%	97.94%	-2.38%	K-12	208	199	9	202.50	185.06	17.44	97.36%	92.99%	4.36%
Other***	3	5	(2)	2.82	4.22	(1.40)				Other***	3	5	(2)	2.82	4.22	(1.40)			
Total	4,575	4,539	36	4,437.21	4,412.38	24.83	96.99%	97.21%	-0.22%	Total	4,578	4,541	37	4,465.22	4,421.61	43.61	97.54%	97.37%	0.17%

Month 5: November 26, 2018 - December 21, 2018										Year to Date: August 8, 2018 - December 21, 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	95	97	(2)	89.75	93.95	(4.20)	94.47%	96.86%	-2.38%	K	95	97	(2)	92.36	95.28	(2.92)	97.22%	98.23%	-1.01%
1	83	81	2	79.60	78.00	1.60	95.90%	96.30%	-0.39%	1	83	81	2	81.59	78.11	3.48	98.30%	96.43%	1.87%
2	83	76	7	80.60	73.05	7.55	97.11%	96.12%	0.99%	2	83	76	7	82.82	73.70	9.12	99.78%	96.97%	2.81%
3	82	97	(15)	78.85	92.79	(13.94)	96.16%	95.66%	0.50%	3	82	97	(15)	78.99	95.35	(16.36)	96.33%	98.30%	-1.97%
4	97	117	(20)	92.55	114.53	(21.98)	95.41%	97.89%	-2.48%	4	97	117	(20)	95.35	115.40	(20.05)	98.30%	98.63%	-0.33%
5	123	99	24	120.35	96.16	24.19	97.85%	97.13%	0.71%	5	123	99	24	121.73	97.42	24.31	98.97%	98.40%	0.56%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	563	567	(4)	541.70	548.48	(6.78)	96.22%	96.73%	-0.52%	Total	563	567	(4)	552.84	555.26	(2.42)	98.20%	97.93%	0.27%
OHES										OHES									
K	93	101	(8)	89.70	95.11	(5.41)	96.45%	94.17%	2.28%	K	93	101	(8)	90.17	97.07	(6.90)	96.96%	96.11%	0.85%
1	87	77	10	82.70	74.42	8.28	95.06%	96.65%	-1.59%	1	87	77	10	84.06	74.55	9.51	96.62%	96.82%	-0.20%
2	82	79	3	79.75	76.74	3.01	97.26%	97.14%	0.12%	2	82	79	3	80.89	77.13	3.76	98.65%	97.63%	1.01%
3	80	77	3	76.50	74.21	2.29	95.63%	96.38%	-0.75%	3	80	77	3	76.30	75.09	1.21	95.38%	97.52%	-2.14%
4	96	97	(1)	93.30	94.21	(0.91)	97.19%	97.12%	0.06%	4	96	97	(1)	93.12	94.96	(1.84)	97.00%	97.90%	-0.90%
5	98	99	(1)	94.20	95.63	(1.43)	96.12%	96.60%	-0.47%	5	98	99	(1)	95.52	97.58	(2.06)	97.47%	98.57%	-1.10%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	536	530	6	516.15	510.32	5.83	96.30%	96.29%	0.01%	Total	536	530	6	520.06	516.38	3.68	97.03%	97.43%	-0.40%
ROES										ROES									
K	122	97	25	113.55	90.90	22.65	93.07%	93.71%	-0.64%	K	122	97	25	112.95	92.68	20.27	92.58%	95.55%	-2.96%
1	85	78	7	81.80	74.63	7.17	96.24%	95.68%	0.56%	1	85	78	7	83.25	76.92	6.33	97.94%	98.62%	-0.67%
2	85	99	(14)	81.95	93.21	(11.26)	96.41%	94.15%	2.26%	2	85	99	(14)	83.54	95.31	(11.77)	98.28%	96.27%	2.01%
3	108	102	6	104.10	97.05	7.05	96.39%	95.15%	1.24%	3	108	102	6	103.53	98.52	5.01	95.86%	96.59%	-0.73%
4	99	98	1	93.70	95.63	(1.93)	94.65%	97.58%	-2.94%	4	99	98	1	94.94	97.17	(2.23)	95.90%	99.15%	-3.25%
5	96	100	(4)	94.35	94.47	(0.12)	98.28%	94.47%	3.81%	5	96	100	(4)	95.20	96.87	(1.67)	99.17%	96.87%	2.30%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	595	574	21	569.45	545.89	23.56	95.71%	95.10%	0.60%	Total	595	574	21	573.41	557.47	15.94	96.37%	97.12%	-0.75%
MCMS										MCMS									
6	358	342	16	342.35	332.32	10.03	95.63%	97.17%	-1.54%	6	358	342	16	347.02	336.63	10.39	96.93%	98.43%	-1.50%
7	351	364	(13)	338.95	352.26	(13.31)	96.57%	96.77%	-0.21%	7	351	364	(13)	341.64	355.07	(13.43)	97.33%	97.55%	-0.21%
8	381	373	8	366.70	359.11	7.59	96.25%	96.28%	-0.03%	8	381	372	9	373.08	365.87	7.21	97.92%	98.35%	-0.43%
SDC	-	1	(1)	-	1.00	(1.00)	0.00%	100.00%	-100.00%	SDC	-	1	(1)	-	1.52	(1.52)	0.00%	152.00%	-152.00%
Total	1,090	1,080	10	1,048.00	1,044.69	3.31	96.15%	96.73%	-0.58%	Total	1,090	1,079	11	1,061.74	1,059.09	2.65	97.41%	98.15%	-0.75%
OPHS										OPHS									
9	399	398	1	390.45	393.32	(2.87)	97.86%	98.82%	-0.97%	9	399	398	1	393.73	396.69	(2.96)	98.68%	99.67%	-0.99%
10	396	376	20	388.15	366.53	21.62	98.02%	97.48%	0.54%	10	396	374	22	390.33	375.61	14.72	98.57%	100.43%	-1.86%
11	359	374	(15)	350.30	370.21	(19.91)	97.58%	98.99%	-1.41%	11	359	374	(15)	354.08	371.69	(17.61)	98.63%	99.38%	-0.75%
12	379	364	15	363.35	353.11	10.24	95.87%	97.01%	-1.14%	12	379	364	15	366.40	354.10	12.30	96.68%	97.28%	-0.60%
SDC	-	1	(1)	-	1.00	(1.00)	0.00%	100.00%	-100.00%	SDC	-	2	(2)	-	3.43	(3.43)	0.00%	171.50%	-171.50%
Total	1,533	1,513	20	1,492.25	1,484.17	8.08	97.34%	98.09%	-0.75%	Total	1,533	1,512	21	1,504.54	1,501.52	3.02	98.14%	99.31%	-1.16%
OVHS										OVHS									
10-12	37	36	1	34.84	33.19	1.65	94.16%	92.19%	1.97%	10-12	42	38	4	33.76	30.62	3.14	80.38%	80.58%	-0.20%
OPIS										OPIS									
K-12	205	191	14	201.50	196.95	4.55	98.29%	103.12%	-4.82%	K-12	205	189	16	202.28	191.53	10.75	98.67%	101.34%	-2.67%
Other***	2	5	(3)	2.87	4.22	(1.35)				Other***	3	5	(2)	2.87	4.22	(1.35)			
Total	4,561	4,496	65	4,406.76	4,367.91	38.85	96.62%	97.15%	-0.53%	Total	4,567	4,494	73	4,451.50	4,416.09	35.41	97.47%	98.27%	-0.80%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 23, 2019
SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of December 31st of the 2018-19 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

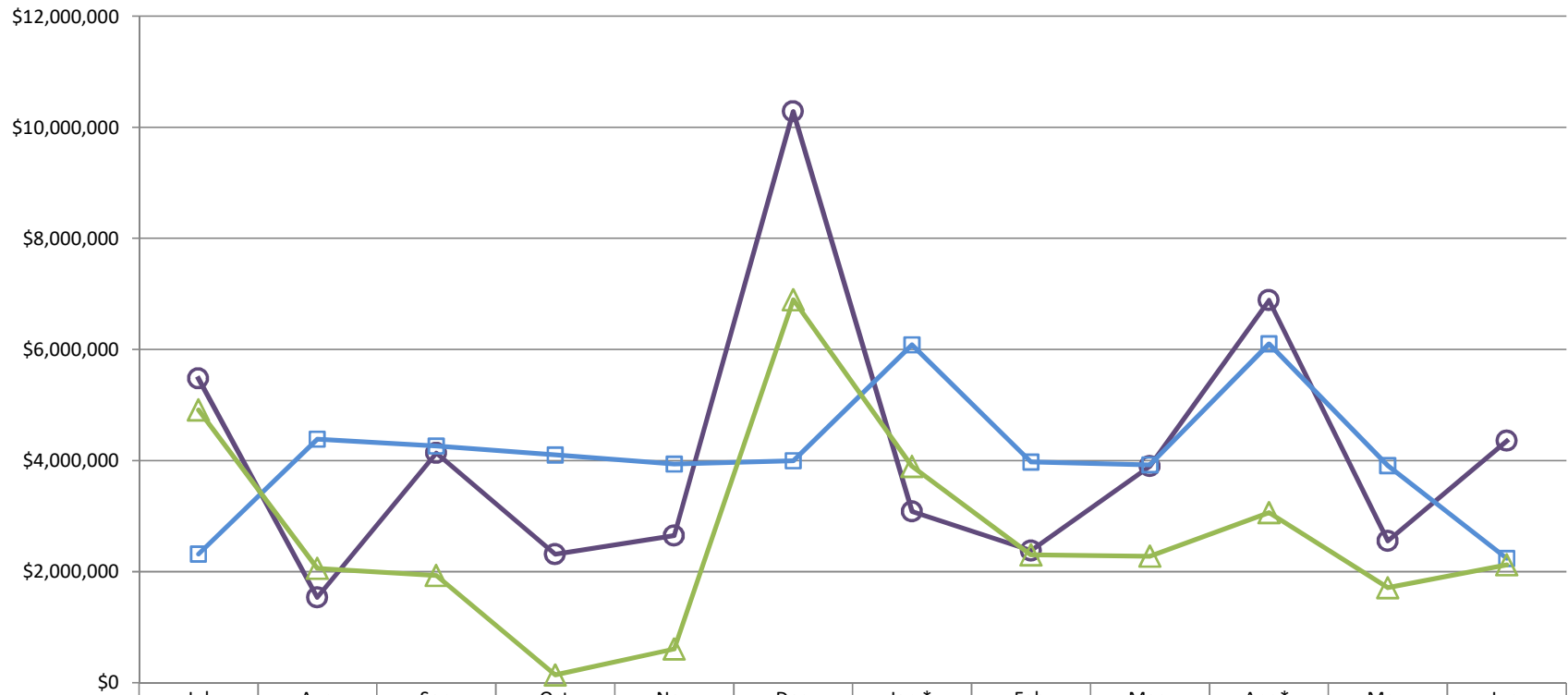
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2018-19 Budget															
Budget: First Interim Revision															
Actuals through December 31, 2018															
	BEGINNING BALANCE BASED ON 2017-18 YEAR-END ACTUALS														
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$1,774,785	\$4,910,225	\$2,058,920	\$1,928,832	\$141,323	\$607,413	\$6,893,008	\$3,895,503	\$2,302,238	\$2,277,782	\$3,062,996	\$1,708,513		
B. RECEIPTS															
Revenue Limit Sources															
Principal Apportionment	8010-8019	1,009,037	1,009,037	3,457,112	1,816,267	1,816,267	3,457,112	1,816,267	1,899,937	3,286,632	1,899,937	1,899,937	3,286,632	0	26,654,174
Property Taxes	8020-8079	102,691	250	0	24,175	432,303	6,213,141	21,742	23,991	18,954	4,094,974	106,296	478,216	0	11,516,733
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	5,477	0	0	6,882	31,457	31,179	32,023	7,887	140,521	0	12,209	764,874	0	1,032,509
Other State Revenue	8300-8599	0	0	229,727	1,565	0	286,979	796,270	29,526	28,371	286,551	61,225	463,011	0	2,183,226
Other Local Revenue	8600-8799	92,886	269,818	236,512	469,226	353,785	292,979	417,209	206,310	423,317	603,189	472,142	735,771	0	4,573,145
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,210,091	1,279,105	3,923,351	2,318,115	2,633,812	10,281,390	3,083,511	2,167,651	3,897,796	6,884,652	2,551,809	5,728,504	1	45,959,788
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	182,648	2,041,693	2,067,977	2,124,006	2,136,771	2,109,577	2,125,672	2,125,672	2,125,672	2,125,672	2,125,672	346,216	0	21,637,248
Classified Salaries	2000-2999	206,769	645,052	624,911	636,438	652,403	617,591	644,427	644,427	644,427	644,427	644,427	458,135	0	7,063,433
Employee Benefits	3000-3999	89,771	1,085,288	955,327	960,193	967,533	965,756	973,377	973,377	973,377	973,377	973,377	249,909	0	10,140,663
Books, Supplies	4000-4999	90,618	160,080	259,315	166,869	48,714	105,355	37,079	73,880	73,880	73,880	73,880	73,372		1,236,923
Services	5000-5999	68,310	394,233	627,849	429,912	354,127	403,659	255,960	286,720	263,461	311,473	239,911	410,360	0	4,045,973
Capital Outlay	6000-6599	0	128,993	0	0	6,789	0	0	0	0	0	0	0	0	135,782
Other Outgo - Excess Costs	7000-7499	1,162	16,052	2,091	-8,429	16,609	2,091	80,066	57,775	34,674	25,735	28,813	259,227	0	515,867
Interfund Transfers Out	7600-7629	0	0	0	0	0	90,118	100,000	0	0	0	0	50,000	0	240,118
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		639,278	4,471,392	4,537,471	4,308,990	4,182,946	4,294,147	4,216,581	4,161,851	4,115,491	4,154,563	4,086,079	1,847,219	0	45,016,007
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	10,382	256,130	209,445	-3,604	13,583	247	-10	210,074	0	0	0	-1,373,888	0	(677,640)
Due From Other Funds	9310	-105,094	0	0	0	105,000	0	94	0	0	0	0	0	0	0
Prepaid Expenditures	9330	78,960	0	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Payable	9500	-1,674,622	84,851	274,587	206,970	246,640	298,105	262,980	190,861	193,239	182,625	179,787	-391,601	0	54,423
Unearned Revenues	9650	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Temporary Cash Loans from Other Funds	9610	0	0	0	0	1,650,000	0	0	0	0	0	0	-1,700,000	0	(50,000)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,255,000	0	0	0	0	0	-2,127,500	0	0	-2,127,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		2,564,627	340,982	484,032	203,366	2,015,223	298,352	-1,864,436	400,935	193,239	-1,944,875	179,787	-3,465,489	0	(673,217)
E. NET INCREASE/DECREASE (B-C+D)		3,135,440	-2,851,306	-130,087	-1,787,509	466,089	6,285,596	-2,997,505	-1,593,265	-24,456	785,214	-1,354,483	415,796	1	270,565
F. ENDING CASH (A+E)		4,910,225	2,058,920	1,928,832	141,323	607,413	6,893,008	3,895,503	2,302,238	2,277,782	3,062,996	1,708,513	2,124,309	1	270,565

OPUSD - Cashflow

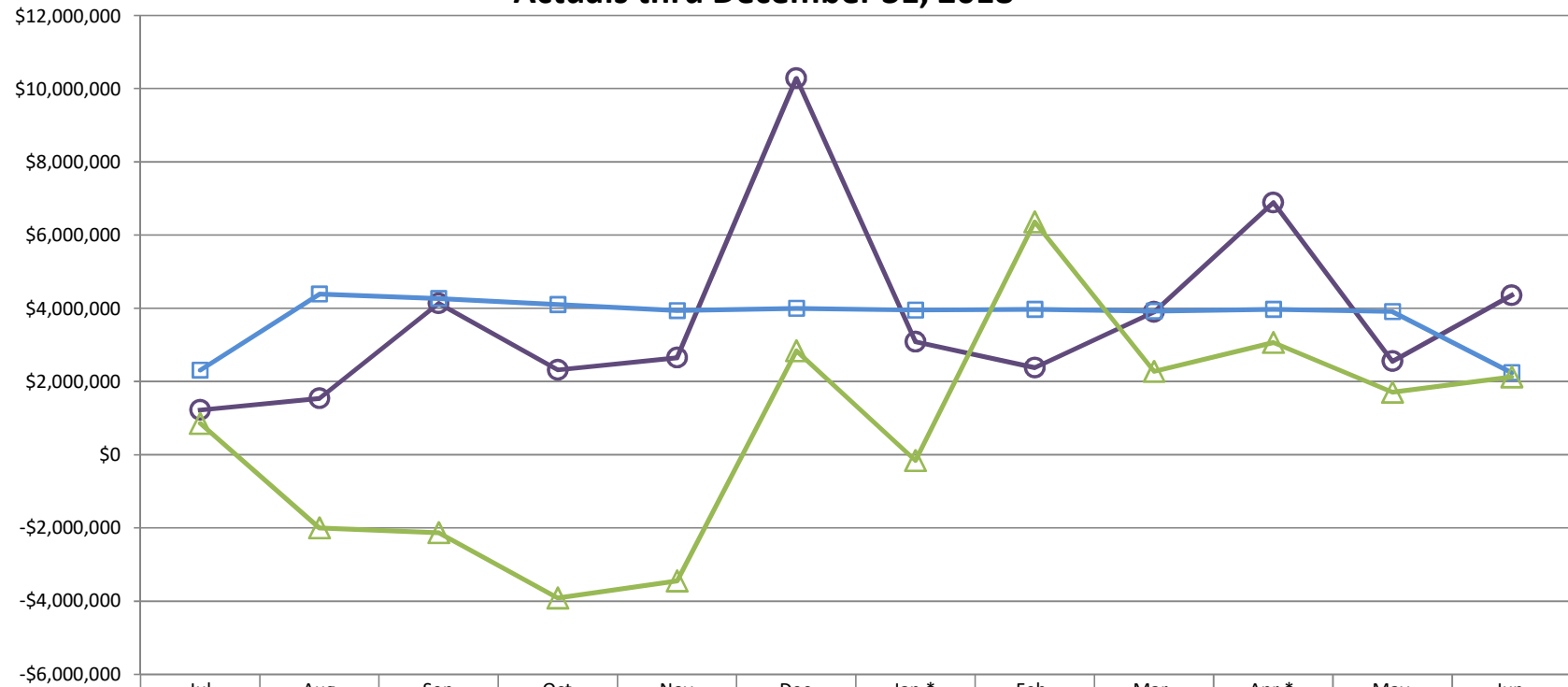
Actuals thru December 31, 2018



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

OPUSD - Cashflow without TRAN

Actuals thru December 31, 2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,220,474	1,535,235	4,132,796	2,314,511	2,647,395	10,281,637	3,083,502	2,377,725	3,897,796	6,884,652	2,551,809	4,354,616
Expense + AP	2,313,900	4,386,541	4,262,884	4,102,020	3,936,305	3,996,041	3,953,601	3,970,990	3,922,251	3,971,938	3,906,293	2,238,820
Cash Balance	855,225	-1,996,080	-2,126,168	-3,913,677	-3,447,587	2,838,008	-159,497	6,357,238	2,277,782	3,062,996	1,708,513	2,124,309

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 23, 2019

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

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through December 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 December 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	173,160	77,574	155,160	18,000	In Planning	IN PROGRESS
Measure S District Program Management Salaries	802,914	-	802,914	561,976	240,938	561,976	-	In Planning	N PROGRESS
17-58S General Planning & Services	90,821	29,400	120,221	120,221	-	90,821	29,400	In Planning	HED General Planning
Measure S- PM/CM Software, Equipment & Supplies	251,000	-	251,000	169,501	81,499	164,092	5,410	In Planning	IN PROGRESS
Measure S General CM Services	462,811	-	462,811	182,811	280,000	182,811	-	In Planning	IN PROGRESS
	1,858,280	29,400	1,887,680	1,207,669	680,011	1,154,859	52,810		
Brookside Elementary School					-		-		
17-32S Security Fencing	87,750	(41,450)	46,300	58,490	(12,190)	58,490	-	In Planning	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	280,722	1,029,579	143,905	885,674	96,405	47,499	In Design	IN PROGRESS
18-08S Emergency Water Line Repairs	15,000	-	15,000	8,597	6,403	-	8,597	Complete	NOC APPROVED 01/05/18
18-11S HVAC System Upgrade, BLDG 200 & 300	6,800	-	6,800	6,800	-	3,400	3,400	In Planning	IN PROGRESS
18-18S Classroom Replacement(4) Phase 1	4,034,802	-	4,034,802	327,788	3,707,014	233,744	94,044	In Design	IN PROGRESS
	4,903,209	239,272	5,142,481	555,579	4,586,901	402,039	153,540		
District Wide					-		-		
17-49S Security Badge System Upgrade	9,586	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	92,900	7,092,900	7,088,196	4,705	7,086,205	1,991	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Sites	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	14,206	463	In Close-Out	CLOSEOUT
18-26S Collaborative Furniture	200,000	-	200,000	185,888	14,112	185,888	-	Out to Bid	IN PROGRESS
18-38S Extended Care Facility Furniture & Equipmen	100,000	-	100,000	7,819	92,181	7,819	-	Out to Bid	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	270,374	-	23,106	247,269	In Construction	IN PROGRESS
	7,958,192	99,375	8,057,567	7,970,129	87,438	7,720,406	249,723		
Medea Creek Middle School					-		-		
17-23S Roof Replacement	83,000	(22,684)	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	61,435	338,245	331,787	6,458	331,787	-	Complete	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	1,506,394	1,552,122	(45,728)	1,454,114	98,008	Close-Out	WAISMAN CONST AWARDED 6-11-18
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,985,721	-	4,985,721	406,709	4,579,012	296,996	109,713	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	-	28,350	-	28,350	-	-	In Construction	OMEGA CONST AWARDED 10/16/18
18-40S Safety/Security Gates	94,196	-	94,196	89,827	4,369	12,757	77,070	In Construction	FENCE FACTORY AWARDED 10/16/18
18-45S ORCA Food Waste Recycling Pilot Program	68,000	-	68,000	61,844	6,156	5,844	56,000	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	9,618	-	9,618	-	9,618	-	-	In Construction	TAFT ELECT AWARDED 9/17/18
	7,290,349	43,693	7,334,042	2,751,129	4,582,914	2,410,338	340,791		
Oak Hills Elementary School					-		-		
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
18-19S Modernize Admin & Core Support Facilities	3,015,937	-	3,015,937	329,666	2,686,271	51,267	278,399	In Design	IN PROGRESS
	3,224,126	(4,507)	3,219,618	527,163	2,692,455	248,764	278,399		
Oak Park High School					-		-		
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



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

Budget vs. Commitments and Expenditures
thru December 15, 2018

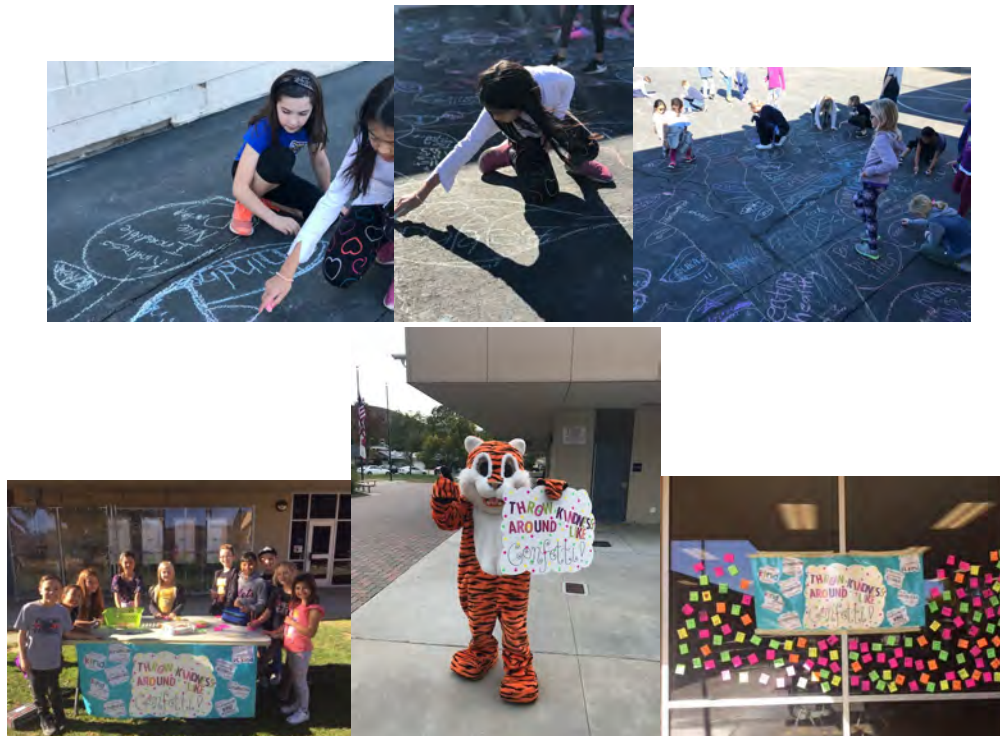
School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	52,800	62,010	(9,210)	62,010	-	In Close-Out	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	-	20,650	23,450	(2,800)	23,500	(50)	In Close-Out	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk to Athletic Faciliti	117,838	4,245	122,083	122,083	-	107,125	14,958	In Close-Out	HUGHES ENGINEERING AWARDED 10/16/18
	1,165,822	(214,102)	951,720	881,701	70,020	866,793	14,908		
Red Oak Elementary School				-		-			
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement	5,326,450	-	5,326,450	393,760	4,932,690	181,053	212,706	In Design	IN PROGRESS
	5,341,850	(1,540)	5,340,310	407,620	4,932,690	194,913	212,706		
TECH				-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	53,306	1,694	53,306	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	-	263,923	140,780	123,143	88,923	51,857	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,371	5,129	26,371	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	-	30,000	-	30,000	-	-	In Progress	IN PROGRESS
18-43S DW Virtual Reality Pilot Program	6,000	-	6,000	-	6,000	-	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	325,000	301,669	23,331	301,669	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	10,000	-	10,000	-	-	In Progress	IN PROGRESS
	1,232,523	1,532	1,234,055	990,124	243,931	938,267	51,857		
Totals	32,974,351	193,123	33,167,474	15,291,113	17,876,361	13,936,380	1,354,733		

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

INFORMATION

Kindness Week

During the week of December 7th, we celebrated OP Kindness Week. Our week was made up of many activities for the students to participate in. We began the week with Stripes the Tiger delivering high 5's to students at our morning drop off. Students created kindness trees during a 'Chalk Walk' at lunch time. We had kindness strips available throughout one of the days where students were encouraged to tear off a kindness strip and share with someone (another student, teacher, aide, office personnel, custodians etc). Students also 'Threw Kindness Around Like Confetti' on another day and then we concluded the week with a Kindness Assembly on the field where each student brought a link of kindness to add to our school Kindness Chain.



Team Building

We continue working on building relationships at BES. We take time to collaborate, reflect, learn and grow together at every staff meeting. Team Brookside participates in team building activities every time we meet and we also have a "Helping Hand" award that travels around to many staff members throughout the year. This award is passed along from staff member to staff member each time we meet and recognizes an outstanding staff member that has leant a 'helping hand'. One staff member then selects the next deserving recipient. Our goal is to continue to honor, support, encourage and celebrate each other at BES.



Veteran's Assembly

We were able to reschedule our Veteran's Day Assembly where our fabulous fifth graders did an outstanding job singing patriotic songs for our Veteran visitors. We were honored to have these Veterans visit our school and greatly appreciate their service!



Professional Development

We continued our Professional Development work in grades 3-5 when Anna, from Teachers College, visited. Teachers experienced hands on training and coaching opportunities during her visit. Teachers gained more knowledge in the areas of small group work, read alouds, mini lessons and conferencing. Following Anna's visit our site coaches have collaborated and are working together to create an action plan to kick off the 2019 semester. This plan includes school-wide collaboration, teamwork, providing feedback and tapping into our 'performance zones'. We are looking forward to getting our coaches into classrooms to model and provide feedback for Team Brookside!





Nature's Glory

At recess recently, a student pointed out to some staff members that there is 'green peeking up through the mountains after the fires'. We stood in awe of the child's discovery and had to capture the special moment! It was a touching reminder to all of us that...we will be okay! #OakParkStrong



Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

INFORMATION

Holiday Performances

Our talented students performed in a wide variety of shows as we reached the end of 2018. Our Band and Choir groups demonstrated their musical talents for their peers at school, and at an evening performance for parents and guests. This year's group included almost 80 musicians, and they have all made amazing progress over the first semester. Our second graders impressed their parents and guests with songs and poems that celebrate their diverse cultural backgrounds, followed by a multicultural holiday luncheon. These performances provide an important way for students to demonstrate their learning and hone their public speaking skills.

Oak Hills Second Annual Pot Luck and Give Back Dinner

The Oak Hills school community gathered together for an evening of community service activities and enjoyed a multicultural pot-luck dinner. Students made gift bags for people who are homeless, wrote letters to military serving overseas, and made thank-you letters to the first-responders who protected our neighborhoods during the recent fires. The turnout this year was even greater than last year's event.

Kindness Week

Oak Hills celebrated Kindness Week with several activities. On Monday morning the students unveiled our newly painted handball walls. The messages artistically painted there by our PTA are all about kindness, encouragement, and a growth mindset. Throughout the week, students choose from a variety of kindness activities put together by our counselor, Ms. Schulman. The week concluded with the creation of a giant kindness chain as we wrapped up the Student Council Winter Carnival.

Coins for Kids

The way in which our community has come together to support one another after the Woolsey fire has been truly heartwarming. There are so many great examples of this for our students to see and learn from. The Oak Hills Student Council wanted to find a way to do their part to support fellow students who lost their home or possessions during the fires. With an understanding that the grown-ups would have to take care of the critically important stuff, like rebuilding homes and finding temporary places to live, our students wanted to help their schoolmates replace some of the things that matter to kids. They quickly organized a coin drive and reached into their piggy-banks to raise about \$1,000. This was converted into gift cards for students to help replace lost toys or a favorite stuffed animal. This kind of kid-to-kid caring is a great example of what we have talking about during kindness week, and an important part of being a creative and compassionate global citizen.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

INFORMATION

Teacher's College from Columbia University Visits ROES

Teachers representing Kindergarten, First Grade, Third Grade, and Fourth Grade all had the wonderful opportunity to go back to New York this fall for further learning and extensions to their craft of teaching and following the Reader's Workshop program. A recent staff meeting included a celebration and sharing the wonderful reading and writing work we are doing at Red Oak.

We also have an upcoming visit from Shanna Schwartz this month to work again with our Kindergarten, First, and Second grade teachers. This meaningful partnership and on-site staff development tailored to the needs of Red Oak is highly valued by our staff.

Facilities Update

Our site is in very good hands thanks to Brendan Callahan and his crew. Water damage was immediately checked on during the recent rains and addressed. Our roofing issues have been identified and a remedy is already in place. Emails are quickly responded to and our backlog of work orders are getting handled as quickly as possible.

We look forward to our continued partnership with future projects including modernization of our office, new modular buildings, outdoor learning spaces, and campus beautification.

Boutique at Red Oak

Our PFA held their Annual Holiday Boutique and were happy to announce that they were able to donate over \$2,200 to the GoFundMe account set up to benefit our Oak Park families impacted by November's Woolsey Fire.

Kindness Week

Kindness Chains, Kindness Chalk Walk, Kindness Bingo, Kindness Rocks, and Kindness Shout-outs all made for a busy week and month as we focused our energy on establishing our kind and caring community at Red Oak. A big thanks to Holly Baxter, our counselor, and a myriad of parent volunteers for a successful week of kindness.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

DATE: JANUARY 23, 2019

SUBJECT: X.4. MONTHLY SCHOOL REPORT

INFORMATION

Challenge/Success Survey in January: Will be administered at MCMS this month. We are looking forward to the valuable information on school culture and students' social/lifestyle habits that we will glean from the results. We will use this knowledge to be increasingly responsive to our school community.

National Geographic Geobee January 16th at 3:00 p.m. in the Library. Sixth through eighth graders compete.

WEB Event January 17th for 6th graders at lunch. This is another in a series of activities hosted by 8th grade WEB leaders to mentor, connect, and support the 6th graders.

Exceptional Panther Recognition January 23rd: Students nominated by faculty and staff for their noteworthy contributions to their own education/personal growth, work with fellow students and/or impact on the community will be recognized at 7:45 a.m.

School Tour January 22nd at 9:00. Meet in the Main Office.

Spelling Bee on January 23rd at 3:00 p.m. in the Library. Sixth through eighth graders compete.

Ability Awareness Faire January 29th and 30th : 7th grade PE students visit interactive, hands-on activity stations in the gym; these give students a sense of what it is like to function with a disability. Many thanks to our parents for hosting this important event.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

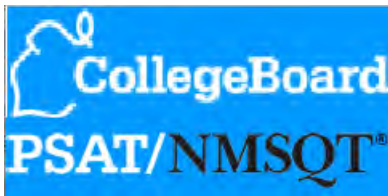
TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: JANUARY 23, 2019
SUBJECT: X.5. MONTHLY BOARD REPORT

INFORMATION

HOLIDAY LUNCHEON

The PFA graciously hosted a wonderful Holiday Luncheon for the OPHS staff on December 12th. The food was delicious and the decorations were festive and beautiful. All the staff were very appreciative and in good spirits. OPHS Staff would like to give their heartfelt thanks to the parents on the PFA Hospitality Committee who worked so hard to make it possible. We were very lucky to have a Heidi Cissell play holiday music for us during the luncheon.

PSAT SCORES



On December 11th, the "Revised PSAT" scores were made available online to students through the College Board's website. This year, the College Board has made scores available to students through their online accounts. Previously, students received paper copies of their score reports from the school. This year, 367 students took the PSAT comprised of 183 juniors, 118 sophomores, and 66 freshmen.

Oak Park Drama

Oak Park Performing Arts Alliance (OPPAA) is preparing for auditions for the Spring Musical, *The Music Man*. As has become our practice now, this show will feature live music provided by the Oak Park High instrumental music program directed by Zachary Borquez, songs arranged and directed by Choral Director Heidi Cissel and Allan Hunt directs the production. Additionally, the OPHS chapter of the International Thespians Society will participate in the Chapman Shakespeare Festival this February and will perform scenes, monologues and, present sets and costumes.



Athletics

Winter sports season is well underway and girls and boys basketball and soccer teams are currently entering league competition in the Coastal Canyon League. All winter teams had strong pre-seasons. Preliminary Spring athletic clearances begin January 24th.

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: JANUARY 23, 2019
SUBJECT: X.6. MONTHLY BOARD REPORT

INFORMATION



OAK PARK INDEPENDENT SCHOOL



WASC

As we draw closer to the WASC visit, we are continuing to finalize the WASC report and prepare for the team to arrive. The WASC team chair will be visiting our school on Monday, January 14th from 10am-12pm. This 2-hour pre visit is an opportunity to work with the chair to finalize preparations for the visit as well as an opportunity for the chair to explore the school and become familiar with the program and site. The actual team visit will take place March 4th -6th. There will be a total of three visiting team members. It is customary for the school staff, district personnel, and a representative from the board to meet with the WASC team on the Sunday prior to the visit. This is usually an informal meeting which can take place at a school site or a public location. The WASC chair will discuss with me how they would like that meeting to look. Much more to come on this topic. I will continue to keep the board informed.

Fire Victim Movie Fundraiser

On December 4th, one of our OPIS students, Hunter Payton, who is active in the TV/Film industry organized a fundraiser for our district's fire victims. A day or two after the fires, Hunter contacted his teacher, Samantha Lyons, and me with an idea. He wanted to organize a "red carpet" movie event to raise money for the families affected by the fires. He hit the ground running from there. Within a few days, he and a non-profit that he works closely with "The Shoe Crew" had organized the event at The Studio Movie Grill in Simi Valley. The event included a raffle, red carpet photo shoot with Getty Images, and a viewing of the new film "The Grinch". Samantha Lyons and I attended the event representing the district. It was a fantastic evening! In total, Hunter and the Shoe Crew raised and donated \$3,100.00 for the fire victims. Their donation to the OPUSD Go Fund Me account put us over the \$125,000.00 goal that had been set. A great big Thank You to Hunter and the Shoe Crew. What a Champ! Below is a picture of Samantha Lyons, myself, Hunter, and a member of the Shoe Crew.



OAK VIEW HIGH SCHOOL



Fire Academy Field Trip

On Monday December 10th Ms. Kelem and I took her Emergency Response class to the Camarillo Fire Academy. This was a great trip. Student were given a first-rate tour of the facility by the Fire Captain. They were also

educated about what it takes to become a member of the fire department. We were also fortunate to be able to observe live action fire training drills by some of the new recruits and members of local fire teams. At the end of the day, a few students were already signing up to get information on the academy.

Yosemite

We are in the process of getting things organized for our April 1-5 field trip to Yosemite. We have sent out information to parents and collected confirmation forms from students who are committing to go. We will be taking 30 students and 5 Chaperones. This will be a great trip and the students are very excited. The company that we are working through, Nature Bridge, has been very easy to work with and very accommodating. As the trip becomes closer, more updates will follow.

Turkey Walk Re-do

I mentioned in my last report that we had missed one of our traditional events at OVHS due to the fires – the Turkey Walk. We were able to put together a similar event in its place. On Thursday Dec. 6th we gathered all staff and students in room 104 and had a pancake breakfast and shared out what we were thankful for. There were not many dry eyes in the room after by the end of the event. It was a beautiful experience.

Lokrantz School Donation Drive

Ms. Liepman organized a very special event once again. The Lokrantz School is a school in the San Fernando Valley that works with severely disable children. Every year, under the organization of Randi Liepman, OVHS students purchase gifts to be given to the Lokrantz students. This year there were over 60 students who received gifts from our students and staff. We all gathered in the Lokrantz School's Auditorium and had a gift giving ceremony. It is difficult to put in words how special this event is. The Oak View students and staff all left with a feeling of community and love. It was a great day!

Respectfully Submitted,

Anthony W. Knight Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL
DATE: JANUARY 23, 2019
SUBJECT: X.7. MONTHLY BOARD REPORT

INFORMATION

It has been a busy two months. We had the days off due to the Woolsey fire and the stress and trauma that was produced by that. All of the families were very happy to get back to school and into their regular routine. They were very happy about the quality and cleanliness of the rooms and playground. None of our families lost their homes, but two of our families are still out of their homes while they are being cleaned. They were hoping to be back in them for Christmas, but it might not be until the New Year.

One of our preschool fathers is a firefighter at Point Mugu Naval Base and we were planning on having him come in January to talk to the children. Due to the Woolsey fire, we asked him if he would be able to come in sooner. Not only did he come in sooner, but he contacted our local fire station, Station 36, and had them bring their fire truck to the school. All of the firefighters did an amazing job talking with the children, showing them their equipment and demonstrating what their voices sound like when talking through the breathing apparatus, and let the children get into the fire truck. It was a wonderful visit that allowed the children talk about the fires and get their apprehensions addressed.

Also, the children conducted a loose change coin drive and raised \$168 that was used to buy toys to donate to the firefighters Toys for Tots toy drive. We all felt blessed to have such devoted community helpers and that we could participate in giving to children who may have lost their presents in the fire.

Finally, we had our Winter Concert and Party on Thursday, December 20th. It was an amazing performance. The children sang out, rang their jingle bells loudly, and bowed beautifully for their adoring audience.

We are looking forward to the time off and excited to continue our work around community helpers. We will be having one of the children's grandfathers coming in to tell us about his job as a crossing guard. The children have been making crossing guard vests and practicing in the classroom and outside. They have quite a list of questions to ask the actual crossing guard when he visits.

Finally, OPNS thanks the school board and administration for the support and concern during the fires. Please come by anytime to see our children and teachers at work.



Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent