

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #966

DATE: October 16, 2018

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

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

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

BOARD OF EDUCATION

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



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

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

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

10/11/2018

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

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

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

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

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

Interested parties may review the recording upon request.

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

NEXT REGULAR MEETING

Tuesday, November 13, 2018

Closed Session at 5:00 p.m. Open Session at 6:00 p.m.

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #966
October 16, 2018**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

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 : Instructional Assistants 1 Literacy and Numeracy, Instructional Assistants 1 – Grade 4, Club Oak Park Assistant Site Leaders, Walk on Coach – Athletics, Instructional Assistant III – Behavior, Club Oak Park Site Leader – MCMS, Guest Teachers, Director Sustainability Maintenance, and Operations

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation to Athletic Director – Dick Billingsley
2. Remarks from Board Members
3. Remarks from Superintendent
4. Report from Student Board Member
5. Report from School Site Councils
6. Report from Oak Park Education Foundation

7. Report from Oak Park Municipal Advisory Council
8. Presentation by Director of Student Nutrition, Carole Ly
9. Presentation on 2018 Assessment Results, by Director of Curriculum and Instruction, Dr. Jay Greenlinger

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting September 17, 2018](#)
- b. [Public Employee/Employment Changes 01CL23936-01CL23991 & 01CE09010-01C09198](#)
- c. [Approve Purchase Orders – September 1 - September 30, 2018](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America Club to Attend the Leadership Development Institute – October 27-28, 2018 – Anaheim, CA](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Oak Park High School Girls Basketball Team Building Event November 2-3, 2018 – OPHS Gym](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Overnight Trip for Oak Park High School Girls Basketball Tournament – January 3-5, 2019 – Palm Springs, CA](#)
Board Policy 6153 requires Board approval for student overnight trips
- g. [Approve Out of State Trip for Oak Park High School Choir – March 31, 2019 – April 1, 2019 – Carnegie Hall, NY](#)
Board Policy 6153 requires Board approval for student out of state trips
- h. [Approve Out of State Travel for Classified Employee to Attend the Northwest Health and Nutrition Conference, October 2018, Portland, OR](#)
Board Policy 3350 requires Board approval for employees out of state travel
- i. [Approve Quarterly Report on Williams Uniform Complaints – October 2018](#)
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
- j. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
Board approval is required to dispose of obsolete or surplus instructional materials
- k. [Approve Revised Student Teaching Agreement with Loyola Marymount University](#)
Board policy 3312 requires Board approval for contracts for services

ACTION

2. BUSINESS SERVICES

- a. [Approve Resolution #18-23, a Resolution of the Board of Education of the Oak Park Unified School District, Ventura County, California Authorizing the Issuance of Oak Park Unified School District \(Ventura County, California\) Election of 2016 General Obligation Bonds, Series B, and Actions Related Thereto](#)
Board approval required for Authorizing the Issuance of bonds

b. Approve Acceptance of Donation

Board Policy 3290 requires Board approval for donations to the District or District Schools

c. Ratify Agreement for Consulting Services for the Development and Submittal of OPUSD Career Technical Educational Facilities Grant Application

Board Policy 3312 requires Board approval for contracts for services

d. Authorize and Award Measure S Construction Contract for Access Road Improvements in Connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School

Board Policy 3312 requires Board approval for contracts for services

e. Authorize and Award Measure S Construction Contract in Connection with Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School

Board Policy 3312 requires Board approval for contracts for services

f. Authorize and Award Measure S Construction Contract in Connection with Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School

Board Policy 3312 requires Board approval for contracts for services

g. Authorize and Ratify Measure R Construction Contract in Connection with Project 18-41R, Relocatable Classroom Repairs at Multiple Sites

Board Policy 3312 requires Board approval for contracts for services

h. Approve Amendment #1 for Measure S Project 18-33S, Solar Installation Maintenance Contract

Board Policy 3312 requires Board approval for contracts for services

i. Authorize Measure S Technology Project 18-42S, Computers-on-Wheels Laptops for Art Classes at Medea Creek Middle School

Board approval required for projects funded by Measure S Bond fund

j. Authorize Measure S Technology Project 18-43S, Virtual Reality Workstation Pilot

Board approval required for projects funded by Measure S Bond fund

k. Authorize Measure S Technology Project 18-44S, iPad Refresh: K-2 Totes

Board approval required for projects funded by Measure S Bond fund

l. Approve Renewal of District Membership in California School Funding Coalition

Board Approval required for Renewal of Membership

3. CURRICULUM AND INSTRUCTION

a. Approve Submission of the Career Technical Education (CTE) Facilities Program Grant (CTEFP)

Education Code 17078.72 requires board approval for Career Technical Education Facilities Grant application

b. Approve Additional Textbook for Oak Park Independent School's Psychology Curriculum

Board approval required for new textbooks

4. BOARD POLICIES

a. Approve Adoption of Board Policy 0415 – Equity - First Reading

New Board Policy added which addresses the district's recognition and response to the unique barriers facing historically underserved and underrepresented student populations. Policy expresses the district's intent to proactively identify class and cultural biases as well as practices that impede equal access to opportunities for all students. Policy also presents examples of strategies to promote equity in district programs and activities.

b. Approve Amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy - First Reading

Board Policy updated to add the board's expectation that the superintendent or designee will be nondiscriminatory and demonstrate a commitment to equity whenever he/she is exercising administrative authority to address a situation that is either not covered in written policies or that requires immediate action to avoid risk to student and staff safety, protect district property, or prevent disruption of school operations. Policy clarifies the superintendent's accountability for all areas of operation under his/her authority and provides that the superintendent or designee will notify the board, as appropriate, of his/her actions exercised pursuant to this policy.

c. Approve Amendment to Board Policy and Administrative Regulation 3320 – Claims and Actions Against the District - First Reading

Board Policy and regulation updated to clarify the applicability of the Government Claims Act to certain claims for money or damages against the district, and to reflect NEW COURT DECISION (Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne County) which upheld the district's right to require that a claim be submitted using district procedures before a lawsuit may be filed. Regulation also updated to expand section on "Time Limitations."

d. Approve Amendment to Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 – Sexual Harassment - First Reading

Board Policy updated to provide a strong statement of the board's commitment to provide a safe work environment that is free of sexual harassment and intimidation and to align the process for filing complaints of sexual harassment with AR 4030 - Nondiscrimination in Employment. Regulation updated to reflect NEW LAW (SB 396) which requires districts to post a Department of Fair Employment and Housing poster on transgender rights and, if the district has 50 or more employees, to provide training to supervisors regarding harassment based on gender identity, gender expression, and sexual orientation.

e. Approve Amendment to Board Policy and Administrative Regulation 5112.5– Open/Closed Campus - First Reading

Policy revised to clarify options for open campus and add optional language regarding district criteria for student eligibility for open campus privileges. Policy also includes the requirement for written parental notification of the open campus policy, formerly in AR, and clarifies that a student's unauthorized absence from school constitutes an unexcused absence but is not classified as truancy unless it meets the legal definition of truancy based on the number of absences during the school year. Regulation deleted and key concepts moved to BP.

VII INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

IX. 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](#)

BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 5:03 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. EXPULSION OF PUPIL #01

Pursuant to Education Code 48915

C. PUBLIC EMPLOYEE EMPLOYMENT: Campus Supervisor, Instructional Assistant 1
Extended Care Subs, Student Services Assistant 1, Student Worker Food Service, Walk on
Coaches – Athletics, Interim Assistant Principal, Oak Park High School, Elementary
Counselor

D. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

The Board adjourned to Closed Session at 5:04 pm.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, 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

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

BOARD ABSENT

None

STAFF PRESENT

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

FLAG SALUTE

Ryan Rosen led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

Student Board Member, Gavin Cornick cast a preferential vote to approve the adoption of the Agenda. On motion of Barbara Laifman, 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

PRESENTATION

The Board recognized the outgoing chair of the Oak Park Education Foundation ("OPEF") with the Partner in Education Award.

REPORT FROM BOARD MEMBERS

Board Member Barbara Laifman reported that she read to the 2nd grade class at Red Oak Elementary School and that she attended the EEAC meeting.

Board Member Denise Helfstein reported that and that she attended the Back to School Nights at Red Oak Elementary School, Medea Creek Middle School and Oak Park High School, Safe Kids Task Force Meeting, Measure S Committee Meeting, Oak Park High School PFA Meeting, Curriculum Council Meeting, and the Wellness Committee Meeting.

Allen Rosen, reported that there was no MAC meeting this month

Board Member Drew Hazelton reported that he attended the Safety and Security Meeting, Back to School Nights at Medea Creek Middle School, and Oak Park High School. Drew also attended the Coastal Cleanup day with his family.

Board Member Derek Ross reported that he attended the Safety and Security Meeting, Oak Park Education Foundation Meeting, and the Safe Kids Task Force Meeting.

Student Board Member Gavin Cornick reported that the freshmen are settling down with their schedules, the Sophomores and Juniors are purchasing their PSAT and the Seniors are busy with college applications. Gavin also reported the Homecoming game is on October 5th and the Homecoming Dance is on October 6th. Gavin also shared a concern of the OPHS ASB regarding cookie dough and candy fundraisers being denied by the administration. They are looking at alternative options for fundraising but they feel that the cookie dough and candy fundraisers are easiest for the students to participate in.

Superintendent Dr. Tony Knight reported that a new Elementary counselor Alan Shulman has recently been hired, and he thanked the Board for approving the funding for adding this position. The District staff will

be recruiting for an additional counselor at Medea Creek Middle School, this new position is funded by OPEF. He also thanked Leslie and Jay for hiring and training of the K3 aides being funded by OPEF as well. Dr. Knight attended the Coastal Cleanup on September 15. He will be taking the English III AP students on a whale Watch trip. Dr. Knight reminded everyone about the upcoming community Book Talk event which is planned on October 1. The book they will be discussing is Wishtree by Katherine Applegate.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Scott Star, Oak Park Education Foundation Board Vice Chairman reported that the foundation representative attended all the Back to School Nights and thanked Dr. Knight for speaking about OPEF and fundraising at these events. Scott reported the foundation has raised twice as much as the normally raise at this time of the year. Mr. Star also reported that the foundation is recruiting for an Executive Director.

B.1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting August 21, 2018](#)
- b. [Approve Overnight Trip for Oak Park High School Girls' Soccer Team - Dec. 7-9, 2018 - Ventura, CA](#)
- c. [Approve Overnight Trip for Medea Creek Middle School 8th Grade Astrocamp October 24-26, 2018](#)
- d. [Approve Overnight Trip for Medea Creek Middle School 7th Grade to Catalina - October 29 - 31, 2018](#)
- e. [Approve Overnight Trip for Medea Creek Middle School 6th Grade to Pali Institute- November 28 - 30, 2018](#)
- f. [Approve Out of State Travel for Certificated Employee to Attend the Teacher's College Teaching of Reading at Columbia University, NY - October 21-24, 2018](#)
- g. [Approve Out of State Travel for Certificated Employees to Attend the Teacher's College Fall Institute - Columbia University, NY - October 24-27, 2018](#)
- h. [Approve Expulsion in Abeyance for Student #01-18-19](#)
- i. [Approve Contract for Non-Public School Placement for Special Education Student #01-18/19 - \\$28,288.00](#)
- j. [Approve Contract for Non-Public School Placement for Special Education Student #02-18/19 - \\$32,987.00](#)
- k. [Approve Contract for Non-Public School Placement for Special Education Student #03-18/19 - \\$137,957.06](#)
- l. [Approve Contract for Non-Public Agency Services for Special Education Student #04-18/19 - \\$58,840.80](#)
- m. [Approve Contract for Non-Public Agency Services for Special Education Student #05-18/19 - \\$12,097.61](#)
- n. [Approve Resolution #18-20, Establishing the GANN Appropriation Limit for Fiscal Years 2017-2018 and 2018-2019](#)
- o. [Approve 2018-19 Agreement for Legal Services with Fagen Friedman & Fulfroost](#)
- p. [Approve 2018-19 Transportation Agreement with Tumbleweed Transportation](#)
- q. [Approve Purchase Orders - August 1 - August 31, 2018](#)

B.2. BUSINESS SERVICES

- a. [Approve District of Choice Reporting Requirement](#)

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the District of Choice Reporting Requirement. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

b. Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2017-18 and Updated 2018-19 General Fund Operating Budget

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved the Unaudited Actual Revenues and Expenditures for Fiscal Year 2017-18. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

c. Approve Updated 2018-19 General Fund Operating Budget

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved Updated 2018-19 General Fund Operating Budget. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member Gavin Cornick cast a preferential vote in favor.

d. Authorize Use of Measure S Bond Funds, Project 18-38S, for Extended Care Facility Furniture and Equipment Acquisition

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education authorized the Use of Measure S Bond Funds, Project 18-38S, for Extended Care Facility Furniture and Equipment Acquisition. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

e. Approve Resolution 18-21, Implementing Prequalification of Construction Contractors Under Assembly Bill 1565 and Public Contract Code 20111.6 Utilizing the Quality Bidders Questionnaire/Service

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Resolution 18-21, Implementing Prequalification of Construction Contractors Under Assembly Bill 1565 and Public Contract Code 20111.6 Utilizing the Quality Bidders Questionnaire/Service. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

f. Approve Disposal of Obsolete Personal Property – Technology Equipment

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Disposal of Obsolete Personal Property – Technology Equipment. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

g. Authorize and Award Contracts for Project 18-39S, EV Charging Station at Medea Creek Middle School

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education authorized and awarded Contracts for Project 18-39S, EV Charging Station at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

h. Approve Acceptance of Donations

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Acceptance of Donations. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.3. HUMAN RESOURCES

a. Approve Public Employee/Employment Changes CL23884-CL23935 & 01CE08966-01CE09010

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved Public Employee/Employment Changes CL23884-CL23935 & 01CE08966-01CE09010.

Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0. Allen Rosen recused himself. Student Board Member, Gavin Cornick cast a preferential vote in favor.

b. Approve Annual Teacher Assignment Report

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Annual Teacher Assignment Report. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

B.4. CURRICULUM AND INSTRUCTION

a. Public Hearing and Approval of Resolution #18-22, Regarding Sufficiency of Textbooks and Instructional Materials for 2018-2019

Board President, Derek Ross opened the Public Hearing at 7:27 pm. No comments, Public hearing was closed 7:27 pm.

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Resolution #18-22, Regarding Sufficiency of Textbooks and Instructional Materials for 2018-2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

b. Approve Additional Textbook for Oak View High School's Nature Based Program

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Additional Textbook for Oak View High School's Nature Based Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

c. Approve Consultant Agreement for School Gardens Program 2018-19

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Consultant Agreement for School Gardens Program 2018-19. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Board Member Barbara Laifman recused herself on account of previously using the contractor for garden work at her home. Student Board Member, Gavin Cornick cast a preferential vote in favor.

d. Approve Staff Development Agreement with Teachers College Reading and Writing Project 2018-19

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the Staff Development Agreement with Teachers College Reading and Writing Project 2018-19. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

B.5. BOARD POLICIES

a. Approve Amendment of Board Policy 3514 – Hazardous Substances - First Reading

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Amendment of Board Policy 3514 – Hazardous Substances as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

b. Approve Amendment of Board Policy 5145.9 – Hate Motivated Behavior - First Reading

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Amendment of Board Policy 5145.9 – Hate Motivated Behavior as First and Final Reading with the suggested changes. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

c. Approve Deletion of Board Policy 6161.3 – Toxic Art Supplies - First Reading

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the Deletion of Board Policy 6161.3 – Toxic Art Supplies as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

d. Approve Amendment to Board Policy 6162.5 – Student Assessment – First Reading

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy 6162.5 – Student Assessment as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

e. Approve Amendment to Board Bylaw 9270 – Conflict of Interest – First Reading

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Bylaw 9270 – Conflict of Interest as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

f. Approve Amendment to Board Bylaw 9310 – Board Policies – First Reading

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Bylaw 9310 – Board Policies as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Board Member Barbara Laifman recused herself due to a remote interest on account of her being an employee of CSBA. Student Board Member, Gavin Cornick cast a preferential vote in favor.

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 7:42 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: OCTOBER 16, 2018
SUBJECT B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23936	Fawaaz Daniels	Walk-On-Coach - Not to Exceed \$3,500.00	9/17/2018	Coaches, Athletics	TBD	OPHS
CL23937	Angela McGuire	Instructional Assistant I - Literacy & Numeracy	10/8/2018	OPEF	\$15.80	ROES
CL23938	Gurpreet Sumal	Instructional Assistant I - Literacy & Numeracy	10/8/2018	OPEF	\$15.80	ROES
CL23939	Maryam Salour	Instructional Assistant I - Literacy & Numeracy	10/8/2018	OPEF	\$16.72	ROES
CL23940	Patricia Bleau	Instructional Assistant I - Grade Level 4	10/8/2018	PFA	\$15.80	ROES
CL23941	Ryan Haines	Club Oak Park Assistant Site Leader	10/1/2018	Fund 120 Club	\$20.54	OHES
CL23942	Nicolas Viecco	Club Oak Park Assistant Site Leader	10/1/2018	Fund 120 Club	\$17.19	MCMS
CL23943	Traci Woo	Club Oak Park Assistant Site Leader	10/1/2018	Fund 120 Club	\$18.25	BES
CL23944	Daiana Baez	Club Oak Park Assistant Site Leader	10/1/2018	Fund 120 Club	\$17.19	ROES
CL23945	Misty Peoples	Club Oak Park Site Leader	10/1/2018	Fund 120 Club	\$23.67	MCMS
CL23946	Brandan Callahan	Director Sustainability M & O	10/29/2018	General	\$514.42	DO
CL23947	Brandon Cortez	Instructional Assistant III - Behavior	10/8/2018	Special Ed	\$19.36	OPNS
CL23948	Regina Pierce	Instructional Assistant III - Behavior	10/8/2018	Special Ed	\$20.54	OPNS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL23949	Emily Trowbridge	Instructional Assistant I - Computers	8/7/2018	PTA Donations	\$21,208.98	OHES
CL23950	Steve Waldman	Instructional Assistant I - Music	8/8/2018	PTA Donations	\$12,850.00	OHES
CL23951	Doris Park	Varsity Head Coach Girls Basketball	9/26/2018	Coaches, Athletics	\$3,000.00	OPHS
CL23952	Doris Park	Frosh Head Coach Girls Basketball	9/26/2018	Coaches, Athletics	\$1,500.00	OPHS
CL23953	Lynn Paniz	TUPE Advisor	8/7/2018	PFA	\$400.00	MCMS
CL23954	Loretta Brown	Camp Medea Support	8/7/2018	Donation	\$ 250.00	MCMS
CL23955	Lisa Solny	PSAT Proctor	10/13/2018	PSAT Exams	\$ 185.00	OPHS
CL23956	Jenny Tamaddon	PSAT Proctor	10/13/2018	PSAT Exams	\$ 130.00	OPHS
CL23957	Jerry Frizzell	PSAT Proctor	10/13/2018	PSAT Exams	\$ 130.00	OPHS
CL23958	Maureen Frey	PSAT Proctor	10/13/2018	PSAT Exams	\$ 130.00	OPHS

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AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL23959	Danielle Warnes	PSAT Proctor	10/13/2018	PSAT Exams	\$ 130.00	OPHS
CL23960	Dave Gold	JV Head Coach Football	8/7/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23961	Mike Puopolo	JV Assistant Coach Football	8/7/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23962	Kevin Mosley	Varsity Head Coach Football	8/7/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23963	Elizabeth Gentile	Dance Team Coach	8/7/2018	Coaches, Athletics	\$ 3,000.00	OPHS
CL23964	Greg Parrone	JV Head Coach Cross Country	8/7/2018	Coaches, Athletics	\$ 2,500.00	OPHS
CL23965	Scott Schultz	Assistant Coach Cross Country	8/7/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23966	Suzanne Scrimenti	Assistant Coach Cross Country	8/7/2018	Coaches, Athletics	\$ 500.00	OPHS
CL23967	Larry O'Shea	Assistant Coach Cross Country	8/7/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23968	Carin Chapin	Assistant Coach Cross Country	8/7/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23969	Donn James	Varsity Head Coach Girls Golf	8/7/2018	Coaches, Athletics	\$ 2,500.00	OPHS
CL23970	Alison James	Assistant Varsity Coach Girls Golf	8/7/2018	ASB Coaches	\$ 500.00	OPHS
CL23971	Kendall Bilbruck	Varsity Head Coach Girls Volleyball	8/7/2018	Coaches, Athletics	\$ 3,000.00	OPHS
CL23972	Alexander Barr	JV Head Coach Girls Volleyball	8/7/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23973	Eric Varney	Frosh Head Coach Girls Volleyball	8/7/2018	Coaches, Athletics	\$1,500.00	OPHS
CL23974	Eric Varney	Varsity Assistant Coach Girls Volleyball	8/7/2018	ASB Coaches	\$500.00	OPHS
CL23975	Sean Ryan	Varsity Assistant Coach Football	8/7/2018	ASB Coaches	\$ 2,000.00	OPHS
CL23976	Michael Thompson	Varsity Assistant Coach Football	8/7/2018	ASB Coaches	\$1,000.00	OPHS
CL23977	Stephen Zavala	Varsity Strength Coach Football	8/7/2018	ASB Coaches	\$2,000.00	OPHS
CL23978	Kyle Dugandizic	Varsity Assistant Coach Football	8/7/2018	ASB Coaches	\$1,700.00	OPHS
CL23979	Marty Freel	Varsity Assistant Coach Football	8/7/2018	ASB Coaches	\$1,700.00	OPHS
CL23980	Elijah Lott	JV Assistant Coach Football	8/7/2018	ASB Coaches	\$1,300.00	OPHS
CL23981	Omer Melzer-Bronstein	JV Assistant Coach Football	8/7/2018	ASB Coaches	\$1,200.00	OPHS

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Number	Name	Position	Start Date	Fund	Salary	Site
CL23982	Lance Mocny	Varsity Assistant Coach Football	8/7/2018	ASB Coaches	\$1,700.00	OPHS
CL23983	Susan O'Connor	PSAT Proctor	10/13/2018	PSAT Exams	\$130.00	OPHS
CL23984	Melanie Mecchella	PSAT Proctor	10/13/2018	PSAT Exams	\$130.00	OPHS
CL23985	Pat Ramirez	PSAT Assistant Coordinator	10/13/2018	PSAT Exams	\$185.00	OPHS
CL23986	Kim Randall	PSAT Coordinator	10/13/2018	PSAT Exams	\$410.00	OPHS
CL23987	Kim Randall	School Site Ambassador	8/7/2018	PFA	\$250.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL23988	Erik Balen	Assistant Computer Tech to Computer Tech	9/24/2018	General	\$21.06	DO

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL23989	Kelsea Parmelee	Club Oak Park Site Leader	9/26/2018	Resignation	\$21.16	MCMS
CL23990	Mohammed Zulmai	Custodian	9/30/2018	Resignation	\$21.76	OPHS
CL23991	Jose Tamayo Villa	Custodian	9/30/2018	Resignation	\$20.54	OPHS

 Anthony W. Knight, Ed.D.
 Superintendent

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ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site	
01CE09010	Peter Carman	Guest Teacher	9/1/2018	General	District	
01CE09011	Kimberly Kinberg	Guest Teacher	9/1/2018	General	District	
01CE09012	Maria Richey	Guest Teacher	9/1/2018	General	District	
01CE09013	Nancy Rivero - Leon	Guest Teacher	9/1/2018	General	District	
01CE09014	Lynne Haavaldsen	Guest Teacher	9/1/2018	General	District	
01CE09015	Nicole Wilson	Guest Teacher	9/1/2018	General	District	
01CE09016	Nina Clifford	Guest Teacher	9/1/2018	General	District	

AUTHORIZATION TO PAY STIPEND

01CE09017	Allan Hunt	National Honor Society	2018-2019	Site	465.00	OPHS
01CE09018	Allan Hunt	Director Drama Fall	2018-2019	PATH	2,250.00	OPHS
01CE09019	Victor Anderson	Mock Trial Club	2018-2019	PFA	1,000.00	OPHS
01CE09020	Sheri Merfeld	Class Size Overages	9/20018	General	85.00	ROES
01CE09021	Grace McKeegan	Class Size Overages	9/20018	General	85.00	ROES
01CE09022	Julie Matthews	Class Size Overages	9/20018	General	85.00	ROES
01CE09023	Marjorie Cohen	Class Size Overages	9/20018	General	85.00	ROES
01CE09024	Jan Sloane	Class Size Overages	9/20018	General	85.00	ROES
01CE09025	Martie Ewing	Class Size Overages	9/20018	General	65.00	ROES
01CE09026	Patti Holland	Class Size Overages	9/20018	General	85.00	ROES
01CE09027	Tawyna Watson	Class Size Overages	9/20018	General	180.00	BES
01CE09028	Diane Farlow	Class Size Overages	9/20018	General	85.00	BES
01CE09029	Sarah Landis	Class Size Overages	9/20018	General	85.00	BES
01CE09030	Denise Keane	Class Size Overages	9/20018	General	85.00	BES
01CE09031	Stephanie Love	Class Size Overages	9/20018	General	85.00	OHES
01CE09032	Allison Shapiro	Class Size Overages	9/20018	General	20.00	OHES
01CE09033	Cindy Lokitz	Class Size Overages	9/20018	General	85.00	OHES
01CE09034	Angela Folendorf	Class Size Overages	9/20018	General	85.00	OHES
01CE09035	Quincie Melville	Class Size Overages	9/20018	General	85.00	OHES
01CE09036	Brandie Pryor	Class Size Overages	8/1/2018	General	60.00	BES
01CE09037	Diane Farlow	Class Size Overages	8/1/2018	General	95.00	BES
01CE09038	Denise Keane	Class Size Overages	8/1/2018	General	95.00	BES
01CE09039	Sarah Landis	Class Size Overages	8/1/2018	General	95.00	BES
01CE09040	Sheri Merfeld	Class Size Overages	8/1/2018	General	95.00	ROES

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Number	Name	Position	Start Date	Fund	Salary	Site
01CE09041	Grace McKeegan	Class Size Overages	8/1/2018	General	95.00	ROES
01CE09042	Julie Matthews	Class Size Overages	8/1/2018	General	95.00	ROES
01CE09043	Marjorie Cohen	Class Size Overages	8/1/2018	General	95.00	ROES
01CE09044	Elisa Duffy	Class Size Overages	8/1/2018	General	10.00	ROES
01CE09045	Jan Sloane	Class Size Overages	8/1/2018	General	85.00	ROES
01CE09046	Erica White	Class Size Overages	8/1/2018	General	20.00	ROES
01CE09047	Martie Ewing	Class Size Overages	8/1/2018	General	25.00	ROES
01CE09048	Stephanie Love	Class Size Overages	8/1/2018	General	95.00	OHES
01CE09049	Allison Shapiro	Class Size Overages	8/1/2018	General	85.00	OHES
01CE09050	Cindy Lokitz	Class Size Overages	8/1/2018	General	20.00	OHES
01CE09051	Keri Liberman	Class Size Overages	8/1/2018	General	20.00	OHES
01CE09052	Angela Folendorf	Class Size Overages	8/1/2018	General	95.00	OHES
01CE09053	Quincie Melville	Class Size Overages	8/1/2018	General	95.00	OHES
01CE09054	Teri Isaguirre	Special Ed	2018-2019	Site	200.00	BES
01CE09055	Margie Puryear	Safety & Disaster	2018-2019	Site	200.00	BES
01CE09056	Kim Annino	Grade Level K	2018-2019	Site	200.00	BES
01CE09057	Kathy Grossman	Grade Level 1	2018-2019	Site	200.00	BES
01CE09058	Tawnya Watson	Grade Level 2	2018-2019	Site	200.00	BES
01CE09059	Kathy Strong	Grade Level 3	2018-2019	Site	200.00	BES
01CE09060	Denise Keane	Grade Level 4	2018-2019	Site	200.00	BES
01CE09061	Cindy Stephens	Grade Level 5	2018-2019	Site	200.00	BES
01CE09062	Cindy Stephens	Lead teacher	2018-2019	Site	700.00	BES
01CE09063	Allison Gerin	SST Coordinator	2018-2019	Site	750.00	BES
01CE09064	Kathy Strong	SST Coordinator	2018-2019	Site	750.00	BES
01CE09065	Heather Powers	504 Coordinator	2018-2019	Site	300.00	BES
01CE09066	Cindy Stephens	Student Council	2018-2019	Site	550.00	BES
01CE09067	Sarah Landis	Student Council	2018-2019	Site	550.00	BES
01CE09068	Sandy Hirano	Safety & Disaster	2018-2019	Site	200.00	BES
01CE09069	Quincie Melville	Women-in-History	2018-2019	Site	500.00	OHES
01CE09070	Eva Novak	Student Council	2018-2019	Site	1,500.00	OHES
01CE09071	Angela Folendorf	Teacher-in-Charge	2018-2019	Site	3,500.00	OHES
01CE09072	Nina Johnson	Teacher-in-Charge	2018-2019	Site	720.00	ROES

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Number	Name	Position	Start Date	Fund	Salary	Site
01CE09073	Grace McKeegan	SST Coordinator	2018-2019	Site	500.00	ROES
01CE09074	Jamie Brown	Emergency Coordinator	2018-2019	Site	225.00	ROES
01CE09075	Jennifer Bird	504 Coordinator	2018-2019	Site	225.00	ROES
01CE09076	Jenn Sorensen	Leadership Team	2018-2019	Site	200.00	ROES
01CE09077	Patti Holland	Leadership Team	2018-2019	Site	200.00	ROES
01CE09078	Jan Sloane	Leadership Team	2018-2019	Site	200.00	ROES
01CE09079	Maureen McDowell	Leadership Team	2018-2019	Site	200.00	ROES
01CE09080	Elisa Duffy	Leadership Team	2018-2019	Site	200.00	ROES
01CE09081	Marjorie Cohen	Leadership Team	2018-2019	Site	200.00	ROES
01CE09082	Chris Amaral	Student Council	2018-2019	Site	437.00	ROES
01CE09083	Nicole LoBianco	Sunshine Account	2018-2019	Site	145.00	ROES
01CE09084	Dianne Large	WEB Coordinator	2018-2019	PFA	1,000.00	MCMS
01CE09085	Rob Sitomer	WEB Coordinator	2018-2019	PFA	1,000.00	MCMS
01CE09086	Sharon Lavene	GATE Coordinator	2018-2019	PFA	400.00	MCMS
01CE09087	Sharon Lavene	History Day	2018-2019	PFA	350.00	MCMS
01CE09088	Steve White	ASB Advisor	2018-2019	PFA	3,000.00	MCMS
01CE09089	Kathy Mosley	ASB Bookkeeper	2018-2019	PFA	3,000.00	MCMS
01CE09090	Kathy Mosley	Yearbook Advisor	2018-2019	PFA	4,000.00	MCMS
01CE09091	Marta Graves	Culmination Coordinator	3/1-5/24/19	PFA	450.00	MCMS
01CE09092	Brian Winsick	Intramurals Football	9/11/18-5/10/19	PFA	50.00	MCMS
01CE09093	Kathryn Klamecki	Intramurals - Mt. Sac	9/11/18-5/10/19	PFA	50.00	MCMS
01CE09094	Kathryn Klamecki	Intramurals - Soccer	9/11/18-5/10/19	PFA	50.00	MCMS
01CE09095	Brittany Gibson	Intramurals Girl's Soccer	9/11/18-5/10/19	PFA	50.00	MCMS
01CE09096	Al Calce	Site Council	10/9/18-5/7/19	Site	500.00	MCMS
01CE09097	Teresa Hogan	Site Council	10/9/18-5/7/19	Site	500.00	MCMS
01CE09098	Frances Hermosillo	Site Council	10/9/18-5/7/19	Site	500.00	MCMS
01CE09099	Brittany Ulloa	Astro Camp Chaperone	10/24-10/26/18	Astro Camp	300.00	MCMS
01CE09100	Rob Sitomer	Astro Camp Chaperone	10/24-10/26/18	Astro Camp	300.00	MCMS
01CE09101	Roni Hernandez	Catalina Chaperone	10-29-10/31/18	Catalina	300.00	MCMS
01CE09102	Tim Roesner	Catalina Chaperone	10-29-10/31/18	Catalina	300.00	MCMS

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Number	Name	Position	Start Date	Fund	Salary	Site
01CE09103	Brittany Gibson	Catalina Chaperone	10-29-10/31/18	Catalina	300.00	MCMS
01CE09104	Alison Stein	Spelling Bee	1/8-1/31/2019	PFA	150.00	MCMS
01CE09105	Kim Connelly	Pali/Outdoor Ed Coordinator	8/7-11/30/2018	Outdoor Ed	800.00	MCMS
01CE09106	Alison Stein	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09107	Kim Johnson	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09108	Vanessa Heller	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09109	Michael O'Hagan	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09110	Al Calce	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09111	Frances Hermosillo	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09112	Teresa Hogan	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09113	Casey Webb	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09114	Kathryn Klamecki	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09115	Brittany Gibson	Summer Work	7/1-8/3/2018	Donations	200.00	MCMS
01CE09116	Sharon Lavene	Summer Work	7/1-8/3/2018	Donations	400.00	MCMS
01CE09117	Erik Amerikaner	Dept Chair	8/7/18-5/24/19	Site	4,000.00	OPHS
01CE09118	Sheri Boone	Dept Chair	8/7/18-5/24/19	Site	4,000.00	OPHS
01CE09119	Kathy Bowman	Dept Chair	8/7/18-5/24/19	Site	5,000.00	OPHS
01CE09120	Heidi Cissell	Dept Chair	8/7/18-5/24/19	Site	4,000.00	OPHS
01CE09121	Todd Creason	Dept Chair	8/7/18-5/24/19	Site	5,000.00	OPHS
01CE09122	Rebecca Custodio	Dept Chair	8/7/18-5/24/19	Site	4,000.00	OPHS
01CE09123	Winnie Litten	Dept Chair	8/7/18-5/24/19	Site	5,000.00	OPHS
01CE09124	Maryannick Bovard	Study Hall Fall	8/7-12/21/18	LCPI	1,687.00	OPHS
01CE09125	Brenda Pasqua	Study Hall Fall	8/7-12/21/18	LCPI	1,687.00	OPHS
01CE09126	Tony Peluce	Study Hall Fall	8/7-12/21/18	LCPI	1,687.00	OPHS
01CE09127	Maryannick Bovard	Study Hall Spring	1/8-5/24/19	LCPI	1,687.00	OPHS
01CE09128	Brenda Pasqua	Study Hall Spring	1/8-5/24/19	LCPI	1,687.00	OPHS
01CE09129	Tony Peluce	Study Hall Spring	1/8-5/24/19	LCPI	1,687.00	OPHS
01CE09130	Randy McCelland	Safe School Ambassadors	8/7/18-5/24/19	PFA	1,000.00	OPHS
01CE09131	Brittany Binnall	Safe School Ambassadors	8/7/18-5/24/19	PFA	250.00	OPHS
01CE09132	Russ Peters	Safe School Ambassadors	8/7/18-5/24/19	PFA	250.00	OPHS
01CE09133	Allan Prescott	Safe School Ambassadors	8/7/18-5/24/19	PFA	250.00	OPHS

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Number	Name	Position	Start Date	Fund	Salary	Site
01CE09134	Susie Stasiefski	Safe School Ambassadors	8/7/18-5/24/19	PFA	250.00	OPHS
01CE09135	Stephanie Walker-Sean	Safe School Ambassadors	8/7/18-5/24/19	PFA	250.00	OPHS
01CE09136	Russ Peters	Game Mgmt Football	8/10/18-1/31/2019	ASB	1,725.00	OPHS
01CE09137	Russ Peters	Game Mgmt Girls BBall	8/10/18-1/31/2019	ASB	1,768.00	OPHS
01CE09138	Rob Hall	Game Mgmt Girls Volleyball	8/10/18-1/31/2019	ASB	1,428.00	OPHS
01CE09139	Rob Hall	Game Mgmt Boys BBall	8/10/18-1/31/2019	ASB	1,428.00	OPHS
01CE09140	Dick Billingsley	Athletic Director	2018-2019	Site	4,500.00	OPHS
01CE09141	Tim Chevalier	Athletic Director	2018-2019	Site	4,000.00	OPHS
01CE09142	Brenda Pasqua	Athletic Trainer	2018-2019	District	13,200.00	OPHS
01CE09143	Erik Amerikaner	Robotics Club	2018-2019	PFA	250.00	OPHS
01CE09144	Erik Amerikaner	Robotics Club	2018-2019	CTEIG	250.00	OPHS
01CE09145	Erik Amerikaner	Webmaster	2018-2019	Site	1,350.00	OPHS
01CE09146	Casey Webb	Varsity Head Football Coach	8/1-11/02/18	Site	3,500.00	OPHS
01CE09147	Aaron Shaw	Varsity Boys BBall Coach	9/26/18-2/4/19	ASB	2,500.00	OPHS
01CE09148	Tim Chevalier	Varsity Ass't BBall Coach	9/26/18-2/4/19	ASB	2,500.00	OPHS
01CE09149	Kathryn Klamecki	Varsity Head Coach Girls Soccer	9/26/18-2/4/19	Site	3,000.00	OPHS
01CE09150	Kellie Gross	ASB Class Advisor	2018-2019	ASB	500.00	OPHS
01CE09151	Brianne Hazelwood	ASB Class Advisor	2018-2019	ASB	500.00	OPHS
01CE09152	Anastasia Kokiousis	ASB Class Advisor	2018-2019	ASB	500.00	OPHS
01CE09153	Tim Chevalier	ASB Class Advisor	2018-2019	ASB	500.00	OPHS
01CE09154	Robin Midiri	ACA DECA Club	2018-2019	PFA	1,000.00	OPHS
01CE09155	Jan Willis	ACA DECA Club	2018-2019	PFA	1,000.00	OPHS
01CE09156	Julie Ross	Peer Counseling	2018-2019	LCAP	1,500.00	OPHS
01CE09157	Janet Svoboda	Peer Counseling	2018-2019	LCAP	1,500.00	OPHS
01CE09158	Cathy Lory	Department Chair	2018-2019	Site	5,000.00	OPHS
01CE09159	Aaron Shaw	Department Chair	2018-2019	Site	4,000.00	OPHS
01CE09160	Brianne Hazelwood	Life Skills	2018-2019	ASB	2,750.00	OPHS
01CE09161	Anna Bojorquez	Life Skills	2018-2019	ASB	1,000.00	OPHS
01CE09162	Kathy Rohlf	Life Skills	2018-2019	ASB	500.00	OPHS
01CE09163	Chris Meyer	Life Skills	2018-2019	ASB	500.00	OPHS
01CE09164	Jenny Charrett	Life Skills	2018-2019	ASB	500.00	OPHS
01CE09165	Russ Peters	Pavillion/G9 Tech	2018-2019	Site	1,350.00	OPHS
01CE09166	Russ Peters	Drama Production Mgr Fall	8/7-12/21/2018	ASB/OPPAA	1,800.00	OPHS

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Number	Name	Position	Start Date	Fund	Salary	Site
01CE09167	Leslie Miller	Literary Mag Advisor	2018-2019	PFA	1,000.00	OPHS
01CE09168	Kathie Rohlf	Grad Slide Show Coordinator	2018-2019	ASB	500.00	OPHS
01CE09169	Robin Midiri	Math Data Placement Analyst	2018-2019	PFA	1,500.00	OPHS
01CE09170	Randy McClland	Webmaster	2018-2019	Site	450.00	OPHS
01CE09171	Zach Borquez	Band Coach Fall	8/7-12/21/2018	Site	1,350.00	OPHS
01CE09172	Allan Prescott	Robotics Club	2018-2019	PFA	250.00	OPHS
01CE09173	Allan Prescott	Robotics Club	2018-2019	CTEIG	250.00	OPHS
01CE09174	Cathy Lory	CSF Advisor	2018-2019	Site	648.00	OPHS
01CE09175	Cathy Lory	Honors Culmination	2018-2019	Site	100.00	OPHS
01CE09176	Jenny Charrett	PSAT Proctor	10/13/2018	PSAT	130.00	OPHS
01CE09177	Russ Peters	PSAT Proctor	10/13/2018	PSAT	130.00	OPHS
01CE09178	Tony Peluce	PSAT Proctor	10/13/2018	PSAT	130.00	OPHS
01CE09179	Allan Prescott	PSAT Proctor	10/13/2018	PSAT	130.00	OPHS
01CE09180	Roland Herberg	PSAT Proctor	10/13/2018	PSAT	130.00	OPHS
01CE09181	Chris Meyer	PSAT Proctor	10/13/2018	PSAT	130.00	OPHS
01CE09182	Heidi Cissell	Student Government	2018-2019	Site	1,344.00	OPHS
01CE09183	Heidi Cissell	Choir Fall	8/7-12/21/2018	Site	1,350.00	OPHS
01CE09184	Anna Bojorquez	Peer Counseling	2018-2019	PFA	700.00	OPHS
01CE09185	Anna Bojorquez	Peer Counseling	2018-2019	Site	133.00	OPHS
01CE09186	Russ Peters	Drama Production -Spring	1/8-5/24/2019	ASB/OPPAA	1,800.00	OPHS
01CE09187	Russ Peters	Spotlight Production Mgr	1/8-5/24/2019	ASB/Drama	1,800.00	OPHS
01CE09188	Zach Borquez	Musical Director - Spring	1/8-5/24/2019	ASB/OPPAA	1,500.00	OPHS
01CE09189	Heidi Cissell	Choral Director - Spring	1/8-5/24/2019	ASB/OPPAA	1,500.00	OPHS
01CE09190	Heidi Cissell	Choir - Spring	1/8-5/24/2019	Site	1,350.00	OPHS
01CE09191	Brenda Pasqua	Safety & Security Task Force	9/17/18-5/20/19	Safety	500.00	DO
01CE09192	Casey Jo Webb	Safety & Security Task Force	9/17/18-5/20/19	Safety	500.00	DO
01CE09193	Christy Amaral	Safety & Security Task Force	9/17/18-5/20/19	Safety	500.00	DO
01CE09194	Andrea Smith Van Holten	School Psy Intern	8/30-12/21/18	Sp Ed	5,000.00	Sp Ed

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
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	
01CE09195	Samantha King	.5 FTE to .6 FTE	9/17/2018	General	BES	
01CE09196	Carrie Jones	.2 FTE increase - 1st semester	8/7-12/21/2018	General	MCMS	
01CE09197	Samantha Lyons	.4 Perm/.4 Temp	9/12/2018	General	OPIS	
01CE09198	Amy Kobayashi	.4 Perm/.4 Temp	9/4/2018	General	OPIS	

SEPARATION

Number	Name	Position	Effective Date	Separation	Salary	Site
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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: OCTOBER 16, 2018
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – SEPTEMBER 1 THROUGH 30, 2018
CONSENT

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

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

FISCAL IMPACT: All purchase orders 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 09/01/2018 - 09/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00060	Office Depot Customer Service Center	Supplies for Extended Care DO	Extended Care Program	120	8,000.00
B19-00168	Pierres Welding & Maint.	2018-2019 Welding Services District-Wide	Business Administration	010	4,545.00
B19-00180	California Pest Management	2018/19 IPM Management	Business Administration	010	25,000.00
B19-00199	Colbi Technologies, Inc	Proj Measure S Purchase Bidder Pre Qual Software	Business Administration	211	10,000.00
B19-00200	Office Depot Customer Service Center	Personnel Supplies 2018-2019	Human Resources	010	3,000.00
B19-00201	Pacific Coast Environmental	Waterless urinal supplies	Red Oak Elementary School	010	200.00
B19-00202	Controlled Elements HVAC	2018/19 HVAC Services	Business Administration	010	2,500.00
B19-00203	WELLS FARGO PAYMENT REMITTANCE CENTER	Superintendent/Board Supplies	Superintendent	010	20,000.00
B19-00204	Jive Commuications Inc	Hosted VOIP-CALNET 3 Telephone Monthly Svs Fees	Business Administration	010	56,400.00
B19-00205	Office Depot Customer Service Center	Blanket P.O. for office supplies for year	Neighborhood Pre-School Program	010	1,300.00
B19-00206	Document Systems	Richo color excess charge-MPC4503-R	Neighborhood Pre-School Program	010	400.00
B19-00207	Parks Oaks Mower	2018/19 Open PO for Grounds Supplies	Business Administration	010	2,000.00
B19-00208	Juan Perez Carrillo Juan Perez Mobile Detail	2018/19 Car Wash + Detail Services	Business Administration	010	4,000.00
B19-00209	VENTURA COUNTY STAR	2018-2019 DOC Ads	Superintendent	010	5,000.00
B19-00210	Ed. Learning Opportunities DBA Developing Outdoors	Payroll Charges for EC Assistant Leaders & Mentors	Extended Care Program	120	450,000.00
B19-00211	Brian Hou	Band Coach/Oth Exp/Site Stipends	Oak Park High School	010	5,500.00
B19-00212	Home Depot	3D Design/mat & supp/PFA Donation	Oak Park High School	010	7,020.13
B19-00213	AVM Technologies, Inc. Confidential Data Destruction	Shredding services district wide	Superintendent	010	2,500.00
B19-00214	AT&T-CalNet 3	Open PO for AT&T Telephone SRV	Oak Park High School	010	1,500.00
B19-00215	AT&T	Open PO for AT&T Telephone Service	Oak Park High School	010	2,500.00
B19-00216	Dial Security	2018 - 2019 Security for IT Room at DO	Business Administration	010	444.00
B19-00217	AT&T-CalNet 3	2018/2019 fax line charges	Red Oak Elementary School	010	2,000.00
B19-00218	Document Systems	2018- 2019 Color Copies and Staples	Business Administration	010	2,500.00
FS19-00028	Brittany von Schneidau	Services: Nutrition articles written	Food Services	130	300.00
P17-00633	Sean Geary dba Geary Floors Inc	Pro 17-08R Gym Floor Replacement at MCMS	Business Administration	213	153,200.40
				213	8,431.60
P19-00234	General Binding Corp.	Laminate for machine	Extended Care Program	120	55.23

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 09/01/2018 - 09/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00235	Harley Ellis Devereaux	Proj Measure S Photo Realistic Renderings (ASO1)	Business Administration	211	2,400.00
P19-00236	Infinity Comm & Consult	2018-19 ERate Consulting Svs. Yr 22 Category 1	Business Administration	010	7,650.00
P19-00237	Thousand Oaks Electric	Proj 17-35S New 200 amp 3 phase breaker @MCMS	Business Administration	211	8,250.00
P19-00238	WILSON LANGUAGE TRAINING CORP	SpEd Curriculum - ROES	District-wide	010	257.95
P19-00239	Sparkletts	2018/19 - Sparkletts Water Service/Pupil Services	District-wide	010	175.00
P19-00240	Office Depot Customer Service Center	2018/19 - Office Depot Supplies - SpEd	District-wide	010	2,400.00
P19-00241	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	SpEd - Tumbleweed Transportation 2018/19	District-wide	010	80,000.00
P19-00242	VCOE	2018/19 - Physical Therapy Services - VCOE	District-wide	010	5,000.00
P19-00243	VCOE	2018/19 - VCOE Intensive Social Services	District-wide	010	10,000.00
P19-00244	VCOE	2017/18 and 2018/19 VCOE Workshops - SpEd	District-wide	010	10,514.72
P19-00245	Balfour Beatty Construction	Const. Mgmt. Svs. for the period ending 07/31/18	Business Administration	211	48,810.00
P19-00246	Rosetta Stone Language Learnin	OPIS 18/19 Rosetta Stone for Spanish	Curriculum	010	3,300.00
P19-00247	Lakeshore Learning Materials	2018/19 Elementary DK-1st Alpha Mag Letters	Curriculum	010	2,123.08
P19-00248	Houghton Mifflin Harcourt	2018/29 OPIS GoMath! T.E.	Curriculum	010	559.37
P19-00249	M/M Mechanical, Inc	Backflow Replacement at Oak Park High School	Business Administration	010	23,526.22
P19-00250	HEINEMANN	ROES 18/19 1st Grade Book Shelf	Curriculum	010	990.99
P19-00251	Jones & Bartlett Learning LLC	OVHS 2018/19 EMR On-Line CPR First Aid AED	Curriculum	010	163.75
P19-00252	VCOE	2018-2019 SIS Hosting & Support + Food Svs	Business Administration	010	52,970.11
				130	5,735.87
P19-00253	Ventura County office of Educa tion	Yr 3 of 3 VCedNet Internet Access	Accounting & Payroll	010	35,460.00
P19-00254	Curriculum Associates	Quick Word Handbooks for 1st grade	Red Oak Elementary School	010	72.80
P19-00255	Taft Electric Company	Install Conduit to Connect Fire Alarm D57/58	Business Administration	010	14,355.00
P19-00256	Southwest School Supply	Project 18-26S, MCMS Collaborative Furniture	Curriculum	211	149.29
P19-00257	US Postal Service (AMS-TMS)	Hasler Mail Machine workroom	Human Resources	010	7,000.00
P19-00258	Lifestyle Publications LLC	DO Ad 2018	Superintendent	010	2,660.00
P19-00259	Epstein Custom Media Inc dba L A Parent	DOC Ad Parent Guide 2018	Superintendent	010	4,048.00

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

ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 09/01/2018 - 09/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00260	KENCO Construction Srvc Inc	Proj 17-03R DSA Inspection for shade install OPHS	Business Administration	213	3,900.00
P19-00261	Park Associates, Inc DBA NSP3	Proj 17-03R Shade structure and install at OPHS	Business Administration	213	50,070.47
P19-00262	NV5 West, Inc.	Proj 17-03R Materials Testing & Inspection at OPHS	Business Administration	213	7,246.00
P19-00263	Underwood Family Farms at Tier ra Rejada	donation - K field trip	Brookside School	010	720.00
P19-00264	Acorn Press	District Information Night Advertising 2018-19	District-wide	010	3,019.12
P19-00265	Karen Kennedy dba Camino Real	Parent funded field trip, 3rd gr. Chumash event	Red Oak Elementary School	010	689.00
P19-00266	Performances To Grow On	Parent funded field trip, 2nd grade, Civic Arts	Red Oak Elementary School	010	1,120.00
P19-00267	AML Global American Language S ervices	Translator for SST meeting, 5th grade	Red Oak Elementary School	010	445.00
P19-00268	California Science Center	DON: King Tut Fieldtrip	Medea Creek Middle School	010	6,036.50
P19-00269	Accrediting Commission For Schools/Wasc	WASC Annual Membership Fee	Home Independent Study Program	010	1,020.00
P19-00270	Accrediting Commission For Sch ools/Wasc	WASC Annual Membership Fee	Oak View High School	010	1,020.00
P19-00272	Audrey Walzer dba Camarillo Yoga Center	18/19 Mindfulness for Parents - 2 sessions	Curriculum	010	500.00
P19-00273	Nadra Ostrom Ostrom Educational Resources	BES LLI Heinemann Training Primary Grades	Curriculum	010	1,275.00
P19-00274	Houghton Mifflin Harcourt	OPIS 18/19 GoMath!/Social Studies & Science	Curriculum	010	861.81
P19-00275	Tri-County Gate Council	Tri-County GATE Council 2018-2019	Curriculum	010	75.00
P19-00276	Smith System Manufacturing Co	ROES 2018/2019 Oodle Bases	Curriculum	211	141.57
P19-00277	Textbook Warehouse Inc.	OPHS 18/19 Novels	Curriculum	010	2,299.55
P19-00278	ChargePoint, Inc.	ChargePoint Network Svs. Plan 2018/19	Business Administration	010	4,484.00
P19-00279	Us Bank Trust Nat'l Assn.	Admin Fees 2009 GOB Election 2008 Series A	Business Administration	010	847.00
P19-00280	Us Bank Trust Nat'l Assn.	Admin Fees 2009 GOB Election 2006 Series B	Business Administration	010	847.00
P19-00281	Us Bank Trust Nat'l Assn.	Admin Fees 2016 GOB Election Series A	Business Administration	010	800.00
P19-00282	Benner & Carpenter, Inc	Proj 18-20S Additional Topography Survey ROES	Business Administration	211	2,500.00
P19-00283	Johnstone Supply	Proj 17-35S Programmable TStat for MCMS Kitchen	Business Administration	211	267.62
P19-00284	Southwest School Supply	VCI Graphic Ptduction Supplies	Oak View High School	010	208.60
P19-00285	G&Y General Contractors Inc.	Install Data Conduit for OHES/ROES Portables	Business Administration	010	13,232.00
P19-00286	VCOE	Prof Develop Math Strategies for Strug Students	Curriculum	010	1,769.63

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

ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 09/01/2018 - 09/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00287	West Pac Design, Inc.	T-Shirts for Extended Care Program Staff	Extended Care Program	120	255.23
P19-00288	M & J Kids Scientific Inc. DBA Mad Science of LA	Workshop-Space Travel 9/19/18 10AM & 11:20 AM	Extended Care Program	120	1,620.00
P19-00289	3 Digit Media LLC dba 805 Living	DOC Ad 2018	Superintendent	010	4,000.00
P19-00290	Elana Foxx DBA Little Fox Yoga	Kids Yoga Class-BES, ROES, OHES, MCMS	Extended Care Program	120	1,000.00
P19-00291	Accrediting Commission For Schools/Wasc	Accreditation/oth exp	Oak Park High School	010	1,020.00
P19-00292	Flinn Scientific, Inc	Science/materials and supplies/DO Pd. Partial	Oak Park High School	010	2,869.45
P19-00293	4Grace Holdings Inc	VCI: Graphic Productions Material	Oak View High School	010	351.11
P19-00294	CCCCD Contra Costal Community College	VCI Grant/Soft & System Dev	Oak Park High School	010	321.75
P19-00295	Southwest School Supply	Multifunction Task Chair per Ergonomic Eval	Business Administration	010	180.18
P19-00296	HEINEMANN	18/19 BES Numerical Fluency Book	Curriculum	010	98.67
P19-00297	AT&T-CalNet 3	Fax line/telephone charges 2018/2019	Business Administration	010	1,000.00
P19-00298	The Help Group	2018/19 - NPS Student Contract - Summit View	District-wide	010	32,987.00
P19-00299	The Help Group	2018/19 - NPS Student Contract - Summit View	District-wide	010	28,288.00
P19-00300	The Devereux Foundation dba Devereux TX Treatment	2018/19 - SpEd NPS Services/Residential	District-wide	010	133,145.05
P19-00301	Children's Develop Milestones	2018/19 - Children's Developmental Milestones Svs	District-wide	010	58,840.00
P19-00302	STAR of California dba STAR of CA, ERA ED	2018/19 - STAR of California - SpEd services	District-wide	010	12,097.61
P19-00303	AT&T	2018/19 - AT&T Monthly Services - Pupil Services	District-wide	010	2,500.00
P19-00304	Stacy Dishlip	GATE Consultant Stacy Dishlip for 2018/2019	Oak Hills Elementary School	010	3,250.00
P19-00305	Melanie Katzner	Art Program for Oak Hills	Oak Hills Elementary School	010	30,000.00
P19-00306	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 4th Grade Field Trip to Riley's Farm	Oak Hills Elementary School	010	3,360.00
P19-00307	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 4th Grade Field Trip to Olivas Adobe	Oak Hills Elementary School	010	1,890.00
P19-00308	Reading Writing Project LLC	2018/19 RWW Prof Develop Teachers	Curriculum	010	90,000.00
P19-00309	Performance Nursery Corp DBA South Bay Gardens	2018/19 PO for Landscape Supplies	Business Administration	010	2,000.00
P19-00310	Pacific Building Maintenance	Proj 17-35S Move and sanitize kitchen equip MCMS	Business Administration	211	3,628.00

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

ESCAPE ONLINE

Page 4

Includes Purchase Orders dated 09/01/2018 - 09/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00311	Team Play Events	5th Grade End-of-Year Field Trip	Oak Hills Elementary School	010	5,362.50
P19-00312	Chumash Indian Museum	3rd Grade Field Trip to Chumash Indian Museum	Oak Hills Elementary School	010	624.00
P19-00313	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 3rd Grade Trip to Chumash Indian Museum	Oak Hills Elementary School	010	950.00
P19-00314	Education Through Nature	2nd Grade Program Education Through Nature	Oak Hills Elementary School	010	470.00
P19-00315	Marshalla Speech & Language LLC	SpEd Speech Dept	District-wide	010	46.89
P19-00316	Performances To Grow On	2nd Grade Field Trip to T. O. Civic Arts Plaza	Oak Hills Elementary School	010	620.00
P19-00317	Community Educational Ent Ramona Brandes	1st Grade Field Trip to T.O. Civic Arts Plaza	Oak Hills Elementary School	010	1,000.00
P19-00318	Island Packers Cruises	Donation	Brookside School	010	5,060.00
P19-00319	VENTURA COUNTY STAR	2018-19 DOC Ad in Spanish	Superintendent	010	1,750.00
T19-00020	Compuwave Inc.	Printer/ASB/Cross Cty	Oak Park High School	010	857.64
TB19-00012	California Western Visuals	SMARTboard Installation and Repair	Technology Coordinator	010	1,000.00
Total Number of POs			112	Total	1,644,706.46

Fund Recap

Fund	Description	PO Count	Amount
213	Measure R FACILITIES Bond Fund	1	153,200.40
Total Fiscal Year 2018			153,200.40
010	General Fund	92	878,745.18
120	Child Development Fund	6	460,930.46
130	Cafeteria Fund	2	6,035.87
211	Measure S Facilities & Tech	9	76,146.48
213	Measure R FACILITIES Bond Fund	4	69,648.07
Total Fiscal Year 2019			1,491,506.06
Total			1,644,706.46

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

ESCAPE ONLINE

Page 5

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
FUTURE BUSINESS LEADERS OF AMERICA – October 27-28, 2018**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Future Business Leaders of America to Anaheim, CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this Leadership Development Institute scheduled for October 27-28, 2018 in Anaheim, CA. Approximately 20 students, and 1 OPHS male advisor and 1 OPHS female teacher will travel by district approved drivers in district or private vehicles. They will depart on Saturday, October 27th at 6:30 a.m. and return Sunday, October 28th by approximately 2 p.m. Students and chaperones will stay at the Doubletree hotel in Anaheim, CA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

FISCAL IMPACT: The trip is funded by a voluntary donation of \$100.00 (which includes transportation, food and lodging.) Funding source is the ASB Fund and is included in the 2018-19 ASB Budget.

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School Future Business Leaders of America, 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: OCTOBER 16, 2018

SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS BASKETBALL TEAM TO OAK PARK HIGH SCHOOL GYM– NOVEMBER 2-3, 2018.

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Girls Basketball Team to Oak Park, CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this team building overnight fieldtrip scheduled for November 2-3, 2018 in Oak Park, CA. Approximately 26 athletes, and 4 OPHS female coaches will spend the night in the OPHS Gym. They will arrive on Friday, November 2nd 8:30 p.m. and will depart Saturday, November 3rd at 8:00 a.m. Athletes and chaperones will stay in the Oak Park High School Gym. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

FISCAL IMPACT: The trip is funded by a voluntary donation of \$25.00 (which includes food, drinks and activities.). Funding source is the ASB Fund and is included in the 2018-2019 ASB Budget.

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School Girls Basketball Team – Oak Park, 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: OCTOBER 16, 2018

**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
GIRLS VARSITY BASKETBALL TO DESERT HEAT WINTER
CLASSIC TOURNAMENT – JANUARY 3-5, 2019.**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Girls Varsity Basketball to Palm Springs, CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this tournament scheduled for January 3-5, 2019 in Indio, CA. Approximately 14 athletes, 4 OPHS coaches and 2-3 OPHS parent female volunteers will travel by district approved drivers in district and private vehicles. They will depart on Thursday, January 3rd at 8:30 a.m. and return Sunday, January 5th by approximately 10 p.m. Team and coach chaperones will stay at an Airbnb home. Parent chaperones will stay at a nearby hotel. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

FISCAL IMPACT: The trip is funded by a voluntary donation of \$250.00 (which includes transportation, food and lodging.) Funding source is the ASB Fund and is included in the 2018-19 ASB Budget.

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School Girls Varsity Basketball Team – Palm Springs, 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: OCTOBER 16, 2018

SUBJECT: B.1.g. APPROVE OUT OF STATE TRIP FOR OAK PARK HIGH SCHOOL CHOIR TO NEW YORK – MARCH 28-APRIL 1, 2019

CONSENT

ISSUE: Shall the Board approve an out of state overnight field trip for the OPHS Choir to New York, NY?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this performance at Carnegie Hall, New York scheduled on March 31, 2019. Approximately 15-30 members, 1 Choir director and 4 OPHS parent (male & female) volunteers will travel by air on Thursday, March 28, 2019 and return on Monday, April 1, 2019. Members and chaperones will stay at the Hampton Inn Times Square North in New York, NY. 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 \$2500 – 2600 to cover the cost of registration, transportation and hotel. \$200 will be collected for meal expenses. Chaperones and Choir director will pay for their entire trip, including meals, transportation and hotel.

ALTERNATIVES:

1. Approve out of state overnight trip for Oak Park High School Choir – New York, NY.
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: OCTOBER 16, 2018
SUBJECT: B.1.h. APPROVE OUT-OF-STATE TRAVEL FOR CLASSIFIED EMPLOYEE TO ATTEND THE NORTHWEST HEALTH AND NUTRITION CONFERENCE, OCTOBER 2018, PORTLAND, OREGON

CONSENT

ISSUE: Shall the Board approve out-of-state travel for a classified employee to attend the Northwest Health and Nutrition conference on October 19, 2018, in Portland, Oregon?

BACKGROUND: According to Board Policy 3350, the Board of Education must approve out-of-state travel for classified employees. Administration is proposing to send Student Nutrition and Wellness Director Carole Ly to the 9th annual Northwest Health and Nutrition Conference in Portland Oregon on October 19, 2018. Experts on diet and nutrition from around the country will convene to discuss the latest research and information on the impacts of plant-based nutrition on health and chronic disease prevention and treatment. These topics will allow Ms. Ly to stay current on the science that drives the District's plant-forward menus and to continue to develop meaningful initiatives to promote the District's program.

FISCAL IMPACT: The estimated cost of this staff development opportunity is \$850, including registration, air fare, lodging, ground travel, and meals, and is included in the 2018-19 adopted Cafeteria Fund (Fund 130) budget.

ALTERNATIVES:

1. Approve out-of-state travel for employee Carole Ly to attend the Northwest Health and Nutrition conference on October 19, 2018, in Portland, Oregon.
2. Do not approve the out-of-state travel request.

RECOMMENDATION: Alternative No. 1

Prepared by: Carole Ly, Director, Student Nutrition and Wellness
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: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT B.1.i. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – OCTOBER, 2018

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - October 2018?

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 to report summarized 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 – October 2018
2. Do not approve the Quarterly Report on Williams Uniform Complaints – October 2018

RECOMMENDATION: Alternative #1.

RATIONALE: It is the policy of the district to comply with federal and state laws and regulations governing education programs or activities which receive state or federal funding.

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: October 16, 2018

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: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
**SUBJECT: B.1.j. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS
INSTRUCTIONAL MATERIALS, BOOKS, AND OR LIBRARY
BOOKS**

CONSENT

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

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

FISCAL IMPACT: To be determined based on the condition and saleability of the materials.

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OPUSD October 2018**Proposed books / curriculum to be retired**

School Site	Requestor	Class / Department (ie: AP Math, or Special Ed)	Title of Item to be Retired	ISBN	Qty	Condition (good / scrap)
OVHS	Linda Roberts	History	American Government	0-13-133579-0	18	Good
OPHS	Lisa Welin	History	American Government	0-13-133579-0	247	Poor*
OPHS	Lisa Welin	Science	Earth Science	0-03-092207-0	530	Good
OPHS	Lisa Welin	PE / Athletic Training	Athletic Training	0-07-297108-8	67	Good

* Some of the books might be in Good condition, but each book would need to be evaluated on it's own merit.

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT Ed.D., SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.1.k. APPROVE REVISED STUDENT TEACHING AGREEMENT WITH LOYOLA MARYMOUNT UNIVERSITY

CONSENT

ISSUE: Shall the Board of Education approve the revised Student Teaching Agreement with Loyola Marymount (LMU) for the years September 1, 2018, thru August 31, 2021?

BACKGROUND: The Board had previously approved a student teaching contract with LMU at its August 25, 2017 Board meeting valid from August 1, 2017 through July 31, 2020. LMU has requested a revision to their contract to reflect changes in the Reporting Obligations and Appendix, to comply with Title IX regarding sexual misconduct. LMU has also asked for an extension of the contract for an additional year to be valid thru August 21, 2021.

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 Loyola Marymount (LMU) for the years September 1, 2018 thru August 31, 2021 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Loyola Marymount.

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	_____	_____	_____	_____

Leslie Heilbron
Assistant Superintendent, Human Resources
Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377

Dear Dr. Heilbron,

We have enjoyed our continued partnership with Oak Park Unified School District over the years in the LMU School of Education Student Teaching Program. Our Student Teaching Agreement has a few revisions and therefore, we ask to renew our agreement at this time.

You will find the changes in the "Reporting Obligations" and the Appendix, in compliance with Title IX regarding sexual misconduct.

Please review the enclosed document, for your approval and signature.

Please keep the original for your files, and send me a copy for my files, at your earliest convenience.

If you have any questions, please feel free to contact me at any time.

It is my pleasure to work with you.

Thank you,



Jacqueline Hansen
Business Services Coordinator
LMU School of Education
jhansen@lmu.edu
(310) 338-1632

STUDENT TEACHING AGREEMENT
(Practice Teaching and Demonstration Teaching)

THIS AGREEMENT is entered into the first day of **September 2018** under the authority of Section 1065 of the California Education code by and between:

LOYOLA MARYMOUNT UNIVERSITY
School of Education
One LMU Drive, Suite 2100
Los Angeles, California 90045-2659

Hereinafter called the "University," and the **Oak Park Unified School District** therein after called the "District." The parties agree as follows:

1. The term of this agreement shall be from **1 September 2018 through 31 August 2021** unless terminated by either party on advance written notice to the other a minimum of 30 days prior to the end of the semester.
2. The District shall provide practice teaching in schools and classes of the District in terms of "semester units" for students of the University possessing valid Character Identification Clearances.

Practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University, through their duly authorized representatives, may agree upon.

The District may for good cause refuse to accept for practice teaching any student of the University assigned to practice teaching in the District; likewise for good cause, the University shall terminate the assignment of any student practice teaching in the District.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of permanent or probationary employees of the District holding valid credentials issued by the Commission on Teacher Credentialing.

The number of semester units of practice teaching to be provided for each student of the University assigned to practice teaching under this agreement shall be determined by the University.

An assignment of a student of the University to practice teach in schools or classes of the District shall be at the discretion of the University, but a student may be given more than one assignment by the University with prior approval of the District, to practice teach in such schools or classes.

The assignment of a student of the University to practice teaching in the District shall be deemed to be effective for the purpose of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given him by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

3. The University shall pay the Master Teacher for performance of the services required under this agreement at the rate of \$150 per eight-week session of practice teaching.

In the event the assignment of a student of the University to practice teaching is terminated by the University for any reason, the District shall receive payment for such student as though there had been no termination of the assignment, except that if such assignment is terminated before one half

assignment only. If a student is assigned another Master Teacher by both the University and the District after an assignment has become effective, the payment due the Master Teachers shall be prorated to both Master Teachers based on the amount of their service.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. Within a reasonable time following the close of each semester the Master Teacher(s) shall submit a properly executed final evaluation form for all semester units of practice teaching. After receipt of the evaluation form, the University will make payment to the Master Teacher(s) for all practice teaching provided under and in accordance with this agreement during the said semester.

It is understood that the District shall not be obligated to accept assignments of training students beyond the ability of the District to effectively provide services pursuant to this agreement.

5. At the time the University designated a student for participation pursuant to this agreement, the University shall verify the student is covered by the Loyola Marymount University's mandatory Student Accident Insurance.
6. It is understood that, for purposes of this agreement, the student is not an employee of the University or District, regardless of the nature and extent of the acts performed by the student; that inasmuch as the student shall not be an employee of the University or the District, the University and District do not assume, and shall not assume, any liability under any law on account of any act of student while performing, receiving training, or traveling pursuant to this agreement, and that student shall not be entitled to any monetary remuneration for any services performed by student in the course of training.

REPORTING OBLIGATIONS

The parties recognize that when an LMU student shares that the LMU student has experienced sexual harassment, sexual or interpersonal misconduct (defined in Appendix "A"), the University has certain responsibilities it must fulfill in order to comply, as the case may be, with Title IX, the Violence Against Women Act, the Clery Act, and other relevant federal, state, or local laws. The parties agree to the following procedures through which the District will transmit reports of sexual or interpersonal misconduct it receives from an LMU student to the University.

The District will report immediately or as soon as practicably possible to University all reports of sexual or interpersonal misconduct received by an employee or agent of the District asserting that an LMU student experienced sexual harassment, sexual or interpersonal misconduct – regardless of whether the LMU student was an LMU student of record at the time the asserted sexual harassment, sexual or interpersonal misconduct was reported or occurred. The District will report the following information as soon as is practicable to the University's Title IX Coordinator at (310) 568-6105 or, if after regular business hours (Monday-Friday, 8:00 am-5:00 pm) to the Department of Public Safety at (310) 338-2893.

Such reports will include:

- The name, telephone number, e-mail address and residence address of the LMU student who reported that they experienced sexual or interpersonal misconduct;
- The name and contact information, if known, of the individual who allegedly engaged in the sexual or interpersonal misconduct, if known; and
- Description of the incident of sexual or interpersonal misconduct, including location, date and time.

Mutual Indemnification; Limits on Liability:

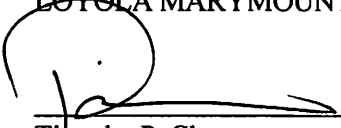
Each party (the "Indemnifying Party") agrees to protect, indemnify, defend and hold harmless the other party and its respective employees, agents, and independent contractors (the "Indemnified Party") against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out or resulting from (i) any breach of any representation, warranty, covenant, obligation or undertaking made by such indemnifying Party hereunder, or (ii) the negligence or willful misconduct of the Indemnifying Party in connection with the subject matter of this Contract, including but not limited to the provision of food and beverage and other services and facilities (including the exhibition premises, as applicable) to the Indemnified Party or (iii) any violation of domestic or foreign law or regulation. The Indemnifying Party obligations hereunder shall survive the termination of this agreement.

Notwithstanding any other provisions in this agreement, the preceding paragraph governs the parties' indemnity obligations to each other hereunder and no limitation of liability is applicable to such obligations.

IN WITNESS THEREOF, the parties hereto have executed this agreement that day and year first above written.

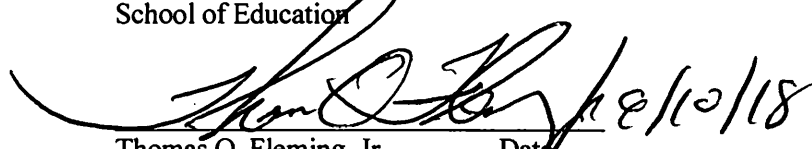
- University -

LOYOLA MARYMOUNT UNIVERSITY



Timothy P. Chang
Associate Dean for Business Services
School of Education

7/6/18
Date



Thomas O. Fleming, Jr.
Senior Vice President and Chief Financial Officer

8/10/18
Date

- District -

OAK PARK UNIFIED SCHOOL
DISTRICT

Dr. Leslie Heilbron
Assistant Superintendent
Human Resources

Date

APPENDIX “A”

DEFINITIONS:

“Consent” is defined as the unambiguous and willing participation or cooperation in act, behavior or attitude that is commonly understood to be consistent with the exercise of free will. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other(s) to engage in the sexual activity. Consent requires participants who are lawful adults, fully conscious, equally free and legally competent to act, have clearly communicated their willingness, cooperation, or permission to participate in the specific sexual activity engaged in, are positive and clear about their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with clear gestures, body language or attitude. Lack of protest or resistance does not mean consent, nor does silence mean consent. Prior sexual history between the complainant and respondent, by itself, does not constitute consent, nor does consenting to sexual activity with one person imply consent to sexual activity with another person.

Consent is not freely given if:

1. It is obtained through the use of force, through the fear of or the threat of force, through the abuse of a power positions over another (such as employment status or position within an organization) or by kidnap; or
2. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to give consent for any of the following reasons:
 - a. The individual is unable to make an informed decision as a result of the use of alcohol, drugs or other substances (including but not limited to predatory drugs or prescribed medications);
 - b. The individual is unable to consciously respond for whatever reason including lack of consciousness, sleep, illness or shock;
 - c. The individual is under the age of eighteen and therefore legally incapable of giving consent; or
 - d. The individual is known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to consent.
3. The individual has acted or spoken in a manner which expresses a lack of consent or a refusal to consent.

The following are invalid excuses for failing to obtain affirmative consent from the Complainant:

1. The responding party's belief in affirmative consent arose from the intoxication or recklessness of the responding party; or
2. The responding party did not take reasonable steps, in the circumstances known to the responding party at the time, to ascertain whether the complaining party affirmatively consented.

“Sexual Misconduct” is defined as Sexual Assault, Sexual Exploitation, Interpersonal Misconduct, or the act of making sexual contact with the intimate body part of another person without that person's consent including as the result of sexual coercion. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, and the breasts. Student-on-student sexual misconduct also includes sexual harassment.

“Sexual Assault” is defined to include engaging in sexual intercourse or any of the sexual activities listed below with another person without that person’s consent. Sexual Assault includes, but is not limited to, rape, sexual battery, anal intercourse, oral copulation or penetration of a body cavity by a foreign object. Sexual intercourse includes the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a body part or any object in a sexual manner.

“Sexual exploitation” is sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her benefit or for the benefit of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, audio or video recording or photographing of any type (webcam, camera, Internet exposure, *etc.*) without knowledge and consent of all persons; going beyond the boundaries of consent (such as letting another person hide and watch you have consensual sex without the knowledge of the other party), engaging in unconsented voyeurism, exposing one’s genitals in non-consensual circumstances; coercing another against their will to expose their genitals or breasts, and prostituting another person.

“Interpersonal Misconduct” includes Dating Violence, Domestic Violence and Stalking, as defined below:

“Dating Violence” is defined in accordance with the reauthorization of the Violence Against Women Act, as violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on the complaining party’s statement with consideration of the following factors:
 - a. The length of the relationship
 - b. The type of the relationship
 - c. The frequency of interaction between the persons involved in the relationship.
3. Dating Violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

“Domestic Violence” is defined in accordance with the reauthorization of the Violence Against Women Act as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under California law, or by any other person against an adult or youth victim who is protected from that person’s acts under California law.

“Stalking” is defined in accordance with the reauthorization of the Violence Against Women Act as engaging in a course of conduct directed at a specific

person(s) that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person’s property.

For the purposes of this definition “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

"Sexual Harassment" for the purposes of this policy is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical or visual conduct by a person of either the same or opposite sex where:

- submission to or rejection of the conduct is made either an explicit or implicit condition of academic achievement and/or employment;
- submission to or rejection of the conduct is used as the basis for an academic and/or employment decision; or
- the conduct has the purpose or effect of unreasonably interfering with academic, or work performance or creating an intimidating, hostile, or offensive, living, academic, or work environment.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

SUBJECT: B.2.a. APPROVE RESOLUTION #18-23, A RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT, VENTURA COUNTY, CALIFORNIA AUTHORIZING THE ISSUANCE OF OAK PARK UNIFIED SCHOOL DISTRICT (VENTURA COUNTY, CALIFORNIA) ELECTION OF 2016 GENERAL OBLIGATION BONDS, SERIES B, AND ACTIONS RELATED THERETO

ACTION

ISSUE: Shall the Board approve Resolution #18-23, a Resolution Of The Board Of Education Of The Oak Park Unified School District, Ventura County, California Authorizing The Issuance Of Oak Park Unified School District (Ventura County, California) Election Of 2016 General Obligation Bonds, Series B, And Actions Related Thereto?

BACKGROUND: An election was held in the Oak Park Unified School District on November 8, 2016 for the issuance and sale of general obligation bonds of the District for various purposes in the maximum amount of \$60,000,000 ("Measure S"). The District has previously issued one series of general obligation bonds pursuant to Measure S, in the aggregate principal amount of \$15,000,000. The District desires to issue its second series of general obligation bonds under Measure S in a maximum par amount of \$17,500,000.

(a) Resolution. The Resolution authorizes the issuance of the Bonds, specifies the basic terms, parameters and form of the Bonds, and approves the forms of a Notice Inviting Proposals for Purchase of Bonds, a Notice of Intention to Sell, a Preliminary Official Statement, and a Continuing Disclosure Certificate, each as described below. In particular, Section 1 of the Resolution establishes the maximum aggregate principal amount of the Bonds to be issued (\$17,500,000). The Resolution authorizes the issuance of current interest bonds only; capital appreciation bonds are not authorized. Section 3 authorizes the bonds to be sold at a competitive sale, and authorizes Piper Jaffray & Co., the District's Financial Advisor, to solicit bids from prospective bidders, and award the sale of the Bonds on the basis of the lowest true interest cost. – Link to the Resolution - <https://goo.gl/CCc3Js>

(b) Notice Inviting Proposals for Purchase of Bonds; Notice of Intention to Sell. The Resolution includes as Exhibits B and C the forms of a Notice Inviting Proposals for Purchase of Bonds and a Notice of Intention Sell. The Resolution authorizes the District's Financial Advisor to distribute the Notice Inviting Proposals for Purchase of Bonds to prospective bidders and to cause the Notice of Intention to Sell to be published in the Bond Buyer, a national municipal securities newspaper, to satisfy applicable legal requirements. The Notice Inviting Proposals for Purchase of Bonds sets forth certain conditions of closing the transaction, including certain of the documentation to be provided at the closing by various parties.

(c) Form of Preliminary Official Statement. The Preliminary Official Statement (the “POS”) is the offering document describing the Bonds which may be distributed to prospective purchasers of the Bonds. The POS discloses information with respect to, among other things, (i) the proposed uses of proceeds of the Bonds, (ii) the terms of the Bonds (interest rate, redemption terms, etc.), (iii) the bond insurance policy for the Bonds, if any, (iv) the security for repayment of the Bonds (the *ad valorem* property tax levy), (v) information with respect to the District’s tax base (upon which such *ad valorem* property taxes may be levied), (vi) District financial and operating data, (vii) continuing disclosure with respect to the Bonds and the District, and (viii) absence of material litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the Bonds. Following the pricing of the Bonds, a final Official Statement for the Bonds will be prepared, substantially in the form of the POS. Link to the POS - <https://goo.gl/43BjhR>

(d) Form of the Continuing Disclosure Certificate. The form of the Continuing Disclosure Certificate can be found in APPENDIX C to the POS. Effective July 3, 1995, all underwriters of municipal bonds are obligated to procure from a bond issuer a covenant that such public agency will annually file “material financial information and operating data with respect to the District” through the web-based Electronic Municipal Market Access (“EMMA”) system maintained by the Municipal Securities Rulemaking Board (which is the federal agency that regulates “broker-dealers,” including investment bank firms that underwrite municipal obligation issuance). This requirement is expected to be satisfied by the filing of the District’s audited financial statements and other operating information about the District, in the same manner the District has filed in connection with prior bond issuances. The purpose of the law is to provide investors in the Bonds with current information regarding the District.

FISCAL IMPACT: There is no fiscal impact to the General Fund resulting from the issuance of the Bonds.

ALTERNATIVES:

1. Approve Resolution #18-23, a Resolution of the Board of Education of the Oak Park Unified School District, Ventura County, California Authorizing the Issuance of Oak Park Unified School District (Ventura County, California) Election of 2016 General Obligation Bonds, Series B, And Actions Related Thereto.
2. Do not approve Resolution #18-23.

RECOMMENDATION: Alternative No. 1

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

BOARD MEETING, OCTOBER 16, 2018
Approve Resolution #18-23, Authorizing the Issuance of
Oak Park Unified School District Election of 2016
General Obligation Bonds, Series B
Page 3

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: OCTOBER 16, 2018
SUBJECT: B.2.b. APPROVE ACCEPTANCE OF DONATION

ACTION

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

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

Site/Program	Gift/Donor	Gift
Oak Park High School Rocket Team	Aerojet Rocketdyne Foundation	\$600

RECOMMENDATION: Accept the donation with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

SUBJECT: B.2.c. RATIFY AGREEMENT FOR CONSULTING SERVICES FOR THE DEVELOPMENT AND SUBMITTAL OF OPUSD CAREER TECHNICAL EDUCATIONAL FACILITIES GRANT APPLICATION

ACTION

ISSUE: Shall the Board ratify an agreement for consulting services for the development and submittal of OPUSD Career Technical Educational Facilities Program grant application?

BACKGROUND: In order to maximize funds supporting the District's bond building program, staff is preparing a grant application to access funds from the state's Career Technical Education Career Technical Educational Facilities Program (CTEFP). Through a competitive grant process, CTEFP provides up to \$1.5 million per eligible modernization project on a 50/50 matching fund basis. With a very tight submittal deadline of October 19, 2018, staff has engaged consultants Lynne Aoki and Marilyn Green to assist and expedite the District's application. The consultant agreement, in the amount of \$20,000, follows this report for the Board's review and information. It is respectfully requested that the Board ratify the agreement with Lynne Aoki and Marilyn Green, in the amount of \$20,000, for consulting services for the development and submittal of OPUSD Career Technical Educational Facilities Program grant application.

FISCAL IMPACT: It is anticipated that the cost of the consultant agreement will be paid from grant proceeds upon approval of the District's application.

ALTERNATIVES:

1. Ratify the agreement with Lynne Aoki and Marilyn Green, in the amount of \$20,000, for consulting services for development and submittal of OPUSD Career Technical Educational Facilities Program grant application.
2. Do not ratify the consultant agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Independent Contractor Service Agreement

This Independent Contractor Service Agreement ("Agreement") is entered as of September 27, 2018 by and between Oak Park Unified School District (OPUSD) and Lynne C. Aoki representing Marilyn Green and herself, herein called "Consultant" whose address is at 9691 Stanford Avenue, Garden Grove, CA 92841.

I. DUTIES

During the term of this Agreement, consultant agrees to provide the services for OPUSD as described in Exhibit A. Consultant will use Consultant's best efforts to perform the Services in a manner satisfactory to OPUSD and will devote the amount of time reasonably necessary to perform the services. Contractor will provide status reports and any other information or documentation upon request. Contractor will determine the method, details and means of performing the services. Contractor maintains Contractor's own place of business and may perform the services at its place or business or any other location of Contractor's choosing, except to the extent the nature of the Services requires that they be performed in the OPUSD's offices.

II. COMPENSATION

OPUSD will pay compensation to Contractor for the services in the amounts and at the times described in Exhibit A.

III. EXPENSES

Per the submitted proposed scope of work, which is described in Exhibit A, no separate expenses are allowed.

IV. TERM AND TERMINATION

The term of this Agreement will commence on September 27, 2018 and will expire on October 19, 2018 unless terminated at an earlier date by mutual agreement or as described herein. Either party may terminate this Agreement at any time on one day written notice to the other. If Contractor is convicted of a crime, commits serious misconduct in connection with the services, engages in any discriminatory, harassing or retaliatory conduct in violation of State and Federal law in connection with the work performed for OPUSD, or materially breaches this Agreement or the Confidential and Proprietary Information Agreement, OPUSD may terminate the Agreement Immediately without notice by giving written notification to Contractor.

Upon termination, the contractor shall return all physical property belonging to OPUSD, including keys and other access items.

In the event of termination, OPUSD will pay Contractor for services rendered prior to and including the date of termination as authorized in Exhibit A.

V. INDEPENDENT CONTRACTOR STATUS

Contractor is an independent contractor and not an employee or agent of OPUSD. Contractor is not authorized to act on behalf of OPUSD, or to contractually or otherwise bind OPUSD to any third party unless the prior written consent of OPUSD shall have been obtained from an authorized officer of OPUSD.

Contractor understands that this Agreement does not constitute a contract of employment. OPUSD will not be obligated to withhold State or Federal taxes or make FICA payments on behalf of Contractor. Contractor must report as income all compensation received by OPUSD under this Agreement, and Contractor will pay all self-employment and other federal, state and local taxes applicable to the operation of Contractor's business.

This is a non-exclusive arrangement so that Contractor may provide services to other individuals, companies or organizations during the term of this Agreement.

VI. CONFIDENTIAL AND PROPRIETARY INFORMATION

Contractor agrees that all information and materials made available to Contractor by or on behalf of OPUSD during the term of this Agreement will be considered confidential and proprietary property of OPUSD, including without limitation, information regarding OPUSD's technologies and products, technical specifications, engineering drawings, schematics and data, software, financial information, and research and development activities. Contractor agrees to keep all confidential information strictly confidential, not to disclose any confidential information to any third party, or to use this information for any purpose other than the performance of responsibilities under this Agreement.

VII. HOLD HARMLESS

Contractor agrees to hold harmless, defend and to indemnify OPUSD, its officers, agents and employees against any and all losses, injuries, claims, actions, judgments and liens arising from or alleged to arise from the Contractor's performance or lack thereof under this Agreement.

VIII. COMPLIANCE WITH LAW

Contractor shall be subject to, and shall comply with all Federal, State and local laws and regulations applicable with respect to its performance under this Agreement.

IX. ASSIGNMENT AND SUBCONTRACTING

Contractor shall not assign, transfer or subcontract by operation of law or otherwise any or all of Contractor's rights, burdens, duties or obligations without the prior written consent of OPUSD.

X. GOVERNING LAW

This Agreement shall be governed by the laws of the State of California, without reference to conflict of law principles.

XI. ARBITRATION & EQUITABLE RELIEF

Contractor has agreed that any and all controversies, claims, or disputes with anyone (including OPUSD and any employee, officer or director in their capacity as such or otherwise) arising out of, relating to, or resulting from the Independent Contractor Agreement with OPUSD or the termination of Independent Contractor Agreement with OPUSD, including any breach of this Agreement, shall be subject to binding arbitration in Ventura County, California, and that arbitration shall be the sole, exclusive and final remedy for any dispute between Contractor and OPUSD. Contractor understands that nothing in this Agreement shall prohibit either party from seeking injunctive or extraordinary relief from any court of competent jurisdiction in order to protect Confidential Information, or compel

immediate compliance by any party with any terms of this Agreement, the breach of which cannot otherwise be remedied through monetary relief.

IV. ENTIRE AGREEMENT

This Agreement is the entire agreement of the parties and supersedes any prior agreements between them with respect to any and all Confidential Information. No modification or amendment to this Agreement, nor any waiver of any rights under this Agreement, shall be effective unless in writing signed by the parties.

V. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute but one and the same instrument. Facsimile signatures shall be deemed original for all purposes except as provided to the contrary by law.

This Agreement has been signed and delivered by the parties as of the date first above written.

Consultant

By: 
Lynne Aoki

Oak Park Unified School District

By: 
Martin Klauss, Asst. Supt., Business Services

Exhibit A—Scope of Work and Compensation

Scope of Work

1. Assist in the development of a grant application for the Career Technical Education Facilities Program RFA. Please see attached CTEFP Responsibilities and Timeline.
 - Become familiar with CTEFP RFA guidelines, Oak Park Unified District and High School background, and Oak Park High School/District/Region related CTE projects.
 - Guide in data collection: Provide lists of data requirements. Develop additional data collection forms as needed. Provide feedback on submissions and request clarifications as needed. Provide lists of information needs for proposal narrative, feedback on District-completed Forms and Appendices, additional guidance and structure as needed.
 - Participate in phone calls and conference calls, as needed for narrative detail and other clarification and status checks.
 - Write CTEFP application narrative sections as indicated in the Responsibilities and Timeline table (attached).
 - Review, critique, and edit all application narrative parts written by district.
 - Review, critique, and edit district- or partner-completed Forms and Appendices.
 - Provide guidance in the development of and review and critique partner letters documenting participation and commitment (including financial, if any).

The application narrative will comply with all formatting guidelines and will address each of the required parts and sections to the degree possible given input from the client.

Oak Park Unified School District and High School personnel have responsibility for identifying partners, coordinating data collection efforts among the partners, drafting certain application narrative parts, and providing information on all parts of the application according to the Responsibilities and Timeline table (attached).

2. Provide guidance in the completion of required forms, assurances, and budgets. Oak Park High School has responsibility for completing all forms and appendices, obtaining all signatures, and submitting the application as specified in the RFA.

Deadlines

The grant application due date is October 19, 2018 at 5:00 PM at the School Facilities and Transportation Services Division of the California Department of Education. The application package must include an original hard application document, three copies, and an electronic version on a USB/flash drive.

Time is of the essence. By September 28, 2018, the Consultant and Oak Park Unified School District and High School administrators will agree on deadlines for provision of input and completion of the following application components.

Payment for Termination

The Consultant can meet deadlines if the District provides input at or before agreed to deadlines. If information is not received in a timely manner, it is unlikely that the application package would be completed by the RFA deadline, given its due date.

The Consultants reserve the right to terminate their services when agreed deadlines are not met. In the case of termination by the Consultant due to unmet data submission deadlines, the district will be obligated to reimburse the Consultant as follows:

- 50% of the fee if terminated by October 7
- 75% of the fee if terminated by October 12th

The Consultant will have the right to be paid for work in progress.

Compensation

The total budget for this effort is \$20,000 calculated based on 100 hours of service @ \$200/hour. This is a set fee contract, however; and is billable in full on October 19, 2018 with 30-day payment terms.

Respectfully submitted,



Lynne Aoki
For Marilyn Green and Lynne Aoki

Part 1, Section D. History of proposed CTE program (page 7)

School Year Engineering and
Architecture sector started:
Year each pathway started:
• Architectural Design
Pathway
• Engineering Design
Pathway

We arbitrarily started at 2015-16. If program started
before then and information is available, please include
numbers from start date, and change school year
designations as appropriate.

Number of students enrolled	2015-16	2016-17	2017-18	2018-19 anticipated
• Architectural Design Pathway				
• Engineering Design Pathway				

As above, we arbitrarily started at 2015-16. If program
started before then and information is available, please
include course information from start date, and change
school year designations as appropriate.

Courses offered each year. Include number of courses AND course titles.	2015-16	2016-17	2017-18	2018-19 anticipated
• Architectural Design Pathway				
Number of courses				
Names of courses				
• Engineering Design				
Number of courses				
Names of courses				

Supportive funding	Funding used?		If yes, brief description	If yes, brief description of how program will continue without that funding.
	Yes	No		
Agricultural Incentive Grant				
Career Technical Education Incentive Grant				
California Career Pathways Trust				
Carl D. Perkins				
Regional Occupational Centers/Programs (ROCPs)				
Title I as appropriate				

NOTE: Assuming that the proposed CTE program is NOT new to the school. If incorrect, then a description of the need is required.

Part 2, Section A. Projected number of students (9 points)

	2018-19	1st Yr. Funded 2019-20	2020-2021	2021-2022	2022-2023	2023-2024
Number of students expected to attend	If any					

Part 3, Item 2 - Similar CTE programs

List all similar CTE programs in Ventura County:

[illegible]

Community College, Adult Ed. Or ROP program in this sector

[illegible]

Part 4, Section A. Expected number of students meeting outcomes (9 points)

Expected number of students who:	2018-19	1st Yr: Funded 2019-20	2020-2021	2021-2022	2022-2023	2023-2024
• Will complete or qualify for a CTE industry recognition Certification or Certificate	If any					
• Enter employment in a related industry, apprenticeship program or military service	If any					
• Successfully transition into postsecondary institutions for more advanced study in a CTE applicable industry or related area of study	If any					

Part 5, Section E Facilities/Equipment Planning Process

- List all planning team members in column A. Most of these should be included on Appendix B.
- Including any planning team contact dates in row 8. Add columns as needed.
- Contact might include any communication between members (email exchanges, conference calls, etc.)
- For each meeting place a checkmark in the appropriate cell for those attending. Some meetings may have included two or three people. Some may have included most members.
- Provide minutes of every meeting listed or very brief description of purpose of contact or outcome. Emphasis should be on engagement regarding development of educational space and equipment needs.

[illegible]

Part 5, Section D Space Justification

[illegible]

B. Describe the financial participation and the ongoing support plan of all business and industry partners in constructing and equipping the proposed CTE facility, including donations of all kinds.* Please attach letters of support as an additional Appendix item items. (Pursuant to *EC* Section 17078.72(g)(1), In-Kind donations are not allowed per funding match requirements. For more information on funding matches, go to the CDE Web site and access the CTE frequently asked questions. <http://www.cde.ca.gov/re/di/fq/>) (9 points).

NOTE: See guidance below on allowability of match.

- | | |
|--------------------------------|--|
| No | • Perkins funds |
| Only funds from capital outlay | • ROCP funds: Only funds from capital outlay and equipment replacement reserves associated with the project may be used. |
| No | • CTE Equipment Grant under Assembly Bill 1802 |
| No | • CTE Incentive Grant Program |
| No | • CTE Pathways Trust Program |
| No | • CTE Initiative Program |
| Yes | • Private business and industry donations |
| Maybe | • Other: Other funds may be used if they are not restricted or limited for any other purpose. |
| Yes | • The match may also be obtained through a loan. Visit the Office of Public School Construction website for further information. |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.2.d. AUTHORIZE AND AWARD MEASURE S CONSTRUCTION CONTRACT FOR ACCESS ROAD IMPROVEMENTS IN CONNECTION WITH PROJECT 18-21S, CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board authorize a construction contract for access road improvements in connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School, to be funded from the Measure S bond fund?

BACKGROUND: During the recent construction at the Medea Creek Middle School kitchen, it became evident that the access road on the north side of the school was too narrow and the turn too tight for large construction vehicles. This road is the only access to the site of the new modular classroom building construct expected to begin early next year. The Construction Management team has recommended that modifications be made to this access to accommodate construction vehicles. At its October 1, 2018 meeting, the Measure S Planning Committee approved a recommendation to the Board of Education to authorize a construction contract for access road improvements in connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School, to be funded from the Measure S bond fund, as an initial construction contract to be awarded for this project. Included in its recommendation to the Board is the award of a construction contract for this work to Hughes General Engineering, Inc., in the amount of \$19,496. On the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractors, the contractor's proposal accompanies this report for the Board's information. The project budget is \$21,466, including a 10% contingency.

FISCAL IMPACT: The proposed contract will be funded from Fund 211 (Measure S bond fund), and is included in the approved Measure S Master Plan (March 2018).

ALTERNATIVES:

1. Authorize and award a construction contract to Hughes General Engineering, Inc., in the amount of \$19,496, for access road improvements in connection with Project 18-21S, Classroom Replacement at Medea Creek Middle School, to be funded from the Measure S bond fund, as recommended by the Measure S Planning Committee.
2. Do not authorize and award a construction contract for this project.

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	_____	_____	_____	_____

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 4

To: Oak Park Unified School District

*** REVISION 3 ***

Date: September 5, 2018

Phone: _____

Fax: _____

Attn: Keith Henderson

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: Medea Creek Middle School

1002 Doubletree Road

Oak Park

Ventura

Street Address

City

County

Description of Work: At rear fire lane access road fire lane radius widening at rear of Gym.

See Page 2 for Specific Scope of Work.

This Proposal is Based on Non-Prevailing Wages.

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS:

\$ 19,496.00

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.



General Engineering, Inc.
P.O. Box 2293
Camarillo, Ca. 93011
(805) 642-7700 Fax (805) 642-7711
License No. 644816-A

Description: Medea Creek Middle School

SPECIFIC SCOPE OF WORK:

- 1) Sawcut and demo existing curb - haul-off.
- 2) Remove existing soils, approximately 18" x 868 sq.ft. Haul-off to approved site.
- 3) Over-excavate and re-compact 18" below subgrade to 95%.
- 4) Re-pour new concrete curb, approximately 32 lineal feet.
- 5) Install 8" base material to 95%.
- 6) Install 4" AC to new approved grades.
- 7) Clean-up and demobilize

TOTAL PRICE:

\$ 19,496.00

SPECIAL CONDITIONS & EXCLUSIONS IN ADDITION TO ATTACHED EXCLUSION LIST:

No testing
No inspections
No permits.

<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 checked="" type="checkbox"/>	No Rebar
<input type="checkbox"/>	No Over Excavation	<input type="checkbox"/>	No Sub Grade	<input checked="" type="checkbox"/>	No Drainage	<input type="checkbox"/>	No Grading
<input 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 type="checkbox"/>	No Asphalt	<input checked="" type="checkbox"/>	No Permits
<input checked="" 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 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 checked="" 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 checked="" 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 Seller's office within said ten (10) days period. This contract shall be conclusively deemed to have properly executed by both parties, however, when a copy hereof has been signed by Buyer, counter-signed by Seller and Seller commences work here on and/or materials deliveries.

2. ENTIRE AGREEMENT AND AMENDMENTS

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

3. GUARANTEE

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

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

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

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

☐ The Seller shall take no responsibility, and any such guarantee shall not cover or extend to any failures or defects in the work which were caused by defective and/or improper work and/or slow preparation, by the Buyer or other contractors 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 1/2% 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: OCTOBER 16, 2018
SUBJECT: B.2.e. AUTHORIZE AND AWARD MEASURE S CONSTRUCTION CONTRACT IN CONNECTION WITH PROJECT 18-39S, ADDITION AND IMPROVEMENTS TO COUNSELING OFFICES AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board authorize Measure S Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School and award a construction contract associated with this work, to be funded from the Measure S bond fund?

BACKGROUND: The Oak Park Education Foundation has generously pledged to an ongoing financial commitment to fund an additional full-time counselor at Medea Creek Middle School. In order to provide office space for both the new and current site counselors, at its October 1, 2018 meeting, the Measure S Planning Committee approved a recommendation to the Board of Education to authorize Measure S Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School, to be funded from the Measure S bond fund. Included in its recommendation to the Board is the award of a construction contract for this work to Omega Construction, Inc., in the amount of \$25,750. On the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractors, the contractor's proposal accompanies this report for the Board's information. The budget for this project is \$28,350, including a 10% contingency.

FISCAL IMPACT: The proposed contract will be funded from Fund 211(Measure S bond fund), and will be added to Measure S Master Plan (March 2018).

ALTERNATIVES:

1. Authorize Measure S Project 18-39S, Addition and Improvements to Counseling Offices at Medea Creek Middle School, establishing a \$28,350 project budget, and to award a construction contract to Omega Construction, Inc., in the amount of \$25,750, to be funded from the Measure S bond fund, as recommended by the Measure S Planning Committee.
2. Do not authorize and award a construction contract for this project.

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	_____	_____	_____	_____

GENERAL BUILDING AND PAINTING CONTRACTORS
P.O. BOX 7038 NORTHRIDGE CA 91327
CSLB B - C33 464910 DIR # 1000001443
ph. (818) 364-9421 fax (818) 364-9422

Date : September 11, 2018

Proposal # 18-9012

Keith Henderson

Construction Manager

Oak Park Unified School District

5801 Conifer Street, | Oak Park, CA 91377

Project Location: Media Creek Middle School Admin Building Interior Work

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

I. Councilor Office

- Demo and dispose existing corridor inset wall and door.
- Build new corridor wall to line up with existing corridor wall elevation.
- New wall to be constructed with 20 GA steel framing per standard steel framing details.
- Supply and install new drywall and finish for new wall.
- Supply and install new door and frame with 1/2 light window to match building standard.
- Re install existing door hardware.
- Rework T bar as needed inside new office space
- Remove wallpaper from inside office space.
- Patch as needed.
- Apply light texture coat.
- Prep, prime and Paint interior of Office and new corridor wall.
- Install District supplied carpet tile and vinyl base inside new office space.
- Electrical work if needed is not included in this Proposal. If electrical is needed additional will be provided to Owner for review.

\$ 10,200.00

II. Storage Room

- Remove existing shelving from storage room and save for possible reuse
- Supply and install new door and frame with full light window to match building standard.
- Re install existing door hardware.
- Patch as needed.
- Apply light texture coat.
- Prep, prime and Paint interior of Office.
- Install District supplied carpet tile and vinyl base inside new office space.
- Electrical work if needed is not included in this Proposal. If electrical is needed additional will be provided to Owner for review.

\$ 5,600.00

III. Psychologist Office

- Demo and dispose existing demising wall between two offices.
- Supply and install new door and frame with 1/2 light window to match building standard.
- Re install existing door hardware.
- Rework T bar as needed inside new office space
- Remove wallpaper from inside office space.
- Patch as needed.
- Apply light texture coat.
- Prep, prime and Paint interior of Office and new corridor wall.
- Install District supplied carpet tile and vinyl base inside new office space.
- Electrical work if needed is not included in this Proposal. If electrical is needed additional will be provided to Owner for review.

\$ 9,200.00

IV. Front Counter Millwork

- Proposal is pending design to be provided by Office Staff.

Subtotal:

\$ 25,000.00

Bond Fee 3%:

\$ 750.00

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

{ \$25,750.00 }

II. General Items

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

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

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

Respectfully Submitted,

Acceptance:

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

**By:
Date:**

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.2.f. AUTHORIZE AND AWARD MEASURE S CONSTRUCTION CONTRACT IN CONNECTION WITH PROJECT 18-40S, UPGRADE AND ADDITION OF SAFETY/SECURITY GATES FOR PERIMETER FENCING AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board authorize Measure S Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School, and award a construction contract associated with this work, to be funded from the Measure S bond fund?

BACKGROUND: In its continuing effort to ensure student safety and security on campus, staff has identified the need to upgrade safety/security gates for perimeter fencing at Medea Creek Middle School. The proposed gates will be secured preventing access from the outside, but will allow students and staff to easily push the gates open and exit in an emergency. At its October 1, 2018 meeting, the Measure S Planning Committee approved a recommendation to the Board of Education to authorize Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School, to be funded from the Measure S bond fund. Included in its recommendation to the Board is the award of a construction contract for this work to Fence Factory/Moorpark, in the amount of \$85,633. On the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractors, the contractor's proposal accompanies this report for the Board's information. The budget for this project is \$94,196, including a 10% contingency.

FISCAL IMPACT: The proposed contract will be funded from Fund 211 (Measure S bond fund), and will be added to the Measure S Master Plan (March 2018).

ALTERNATIVES:

1. Authorize Measure S Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School, establishing a \$94,196 project budget, and to award a construction contract to Fence Factory/Moorpark, in the amount of \$85,633, to be funded from the Measure S bond fund, as recommended by the Measure S Planning Committee.
2. Do not authorize and award a construction contract for this project.

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	_____	_____	_____	_____



WEB ADDRESS:
WWW.FENCEFACTORY.COM

PROPOSAL & CONTRACT

Contractors License No. 275524
9/25/2018

MATERIAL SALES AND CONTRACTING BRANCHES
1-800-61 FENCE THROUGHOUT THE TRI-COUNTIES

DATE: 9/25/2018

X Moorpark DIVISION **
14110 Princeton Avenue
Moorpark, CA. 93021
Ph. (805) 497-9233
Fax (805) 497-3479

GOLETA DIVISION
60 S. Kellogg
Goleta, CA 93117
Ph. (805) 965-2817
Fax (805) 967-6328

RENTALS DIVISION
1441 Callens Rd.
Ventura, CA 93003
Ph. (805) 644-4617
Fax (805) 644-0309

VENTURA DIVISION
1606 Los Angeles Ave.
Saticoy, CA 93004
Ph. (805) 485-8831
Fax (805) 642-1374

SANTA MARIA DIVISION
2709 Santa Maria Way
Santa Maria, CA 93455
Ph. (805) 928-5848
Fax (805) 922-4826

ATASCADERO DIVISION
2650 El Camino Real
Atascadero, CA 93422
Ph. (805) 462-1362
Fax (805) 462-1367

Proposal Submitted: Oak Park Unified School District Address: 5801 Conifer Street
City: Oak Park CA Zip Code: 91377 Phone: 818-735-3200
Job Name: Job Location: khenderson@OPUSD.org
Job Phone: Keith Henderson 805-264-4133

Crash Out Gates and Chain Link Fencing - Medea Creek Middle School

1. Subject to the terms, provisions and conditions of this proposal and Contract and any attached Estimator's Sheet, Exhibits, Plans or Specifications, Fence Factory, hereinafter referred to as "Contractor", agrees to furnish all necessary labor, materials, tools and equipment to perform and complete in good and workman-like manner for the above job location, the following described work.

Supply / Install (5) Double Panel - Heavy Regal Iron Picket - Crash Out Gates

Supply / Install (1) Single Panel - Heavy Regal Iron Picket - Crash Out Gate

Includes: Remove and Discard (Existing) Double Panel Gates in (5) Locations
Rework / Replace - Existing Gate Posts - As Needed for Proper Installation
of New - Double Gate Panels Including Adding (6) Headers
Core Drilling - As Needed - If Needed
(All) Gate Frames, Posts and Headers are (Galvanized) Finish
(1) Approx. 6'5"w x 7'H - Double Gate
(1) Approx. 95 1/4"w x 7'H - Double Gate
(2) Approx. 6'4"w x 7'H - Double Gate
(1) Approx. 10'3"w x 7'H - Double Gate
(1) Approx. 48"w x 7'H - Single Gate
(All) Gate Panels to Have 10" Kick Plates
Expanded Metal on Double Gates and Panels Next to Gates - Approx. 36" W
Single Gate to Have Approx. 2'w Expanded Metal Panels on Each Side
(10) Von Duprin 99 - Exterior Grade - Panic Bars - 9927EO CD 26D - 36"
(1) Von Duprin 99 - Exterior Grade - Panic Bar - 99EO CD 26D - 36"
(11) Stainless Steel Pulls - VR910-NL 32D - Vandal Resistant f/vond 98/99
(11) Schlage LFIC Mortise Housings
(11) Schlage LFIC Rim Housings
(22) Schlage LFIC CE 626 IC/Cylinders

***** THIS IS A PREVAILING WAGE BID *****

***** FENCE BUILDER CARPENTER CLASSIFICATION *****

***** DIR 1000003937 *****

*****EXCLUSIONS*****

PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND
NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

Page 1 of 2

1. In consideration for the above described work, the above named party agrees to pay Contractor the total sum
of: PRICE ON ACCEPTANCE OF OPTION(S) Dollars, as follows
2. This proposal is void if not accepted within: 10 DAYS

Fence Factory is hereby authorized to furnish all material, labor and equipment necessary to complete the work above for which Fence Factory will receive in payment the above sum in accordance with all of the Terms & Conditions set forth hereon. It is acknowledged that this entire Proposal and Contract, including the Terms and Conditions set forth on the following pages, has been read.

ACCEPTED AND AUTHORIZED AT: Moorpark, CALIFORNIA BY: _____
COMPANY OR OWNER

ssalerno@fencefactory.com DATED _____

Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, P.O. BOX 26000 Sacramento, CA 95826.

PRINT NAME _____

PRINT TITLE _____

SIGNATURE _____



WEB ADDRESS:
WWW.FENCEFACTORY.COM

PROPOSAL & CONTRACT

Contractors License No. 275524

9/25/2018

MATERIAL SALES AND CONTRACTING BRANCHES
1-800-61 FENCE

THROUGHOUT THE TRI-COUNTIES

DATE: 9/25/2018

X Moorpark DIVISION **
14110 Princeton Avenue
Moorpark, CA. 93021
Ph. (805) 497-9233
Fax (805) 497-3479

GOLETA DIVISION
60 S. Kellogg
Goleta, CA 93117
Ph. (805) 965-2817
Fax (805) 967-6328

RENTALS DIVISION
1441 Callens Rd.
Ventura, CA 93003
Ph. (805) 644-4617
Fax (805) 644-0309

VENTURA DIVISION
1606 Los Angeles Ave.
Saticoy, CA 93004
Ph. (805) 485-8831
Fax (805) 642-1374

SANTA MARIA DIVISION
2709 Santa Maria Way
Santa Maria, CA 93455
Ph. (805) 928-5848
Fax (805) 922-4826

ATASCADERO DIVISION
2650 El Camino Real
Atascadero, CA 93422
Ph. (805) 462-1362
Fax (805) 462-1367

Proposal Submitted: Oak Park Unified School District		Address: 5801 Conifer Street	
City: Oak Park	CA	Zip Code: 91377	Phone: 818-735-3200
Job Name:		Job Location: khenderson@OPUSD.org	
Crash Out Gates and Chain Link Fencing - Medea Creek Middle School			
1. Subject to the terms, provisions and conditions of this proposal and Contract and any attached Estimator's Sheet, Exhibits, Plans or Specifications, Fence Factory, hereinafter referred to as "Contractor", agrees to furnish all necessary labor, materials, tools and equipment to perform and complete in good and workman-like manner for the above job location, the following described work.			
Supply / Install (5) Double Panel - Heavy Regal Iron Picket - Crash Out Gates			
Supply / Install (1) Single Panel - Heavy Regal Iron Picket - Crash Out Gate			
Continued From Page (1)			
Includes:	(11) Cylinder Dogging Kits (11) 626 Blocking Rings - 3/8" 26D - Stainless Steel (11) Keedex KBXED-V990NL-2 Weld On Lock Boxes (11) Locinox -Mammoth - Hydraulic 180 Degree Gate Closers and Bearing Hinges - Powder Coated Aluminum Casings - ZILV Self Closing		
Note:	Because of Existing Concrete LayOut - Vertical Rods on Panic Hardware, Will Only be Able to be Secured, To Top Transoms		
Supply / Install Approx. (14) LF. x 6'H - Galvanized Chain Link Fencing with Double Panel Swing Gate at Art Courtyard			
(1) Double Panel - HD - Chain Link Swing Gate - Galvanized 1 5/8" Framing - Structural - Cross Braced with Trusses Chain Link Mesh - Galvanized - 2" - 9 Gauge (All) Hardware Required for Proper Installation - Galvanized - Heavy Core Drilling - As Needed for Posts - Posts - Galvanized - Schedule (40)			
Note:	Proposal Includes Performance Bond and Payment Bond		
Total: Labor and Materials - Pages 1 and 2			\$85,632.72
***** THIS IS A PREVAILING WAGE BID *****			
***** FENCE BUILDER CARPENTER CLASSIFICATION *****			
***** DIR 1000003937 *****			
EXCLUSIONS			
PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND			
NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.			

1. In consideration for the above described work, the above named party agrees to pay Contractor the total sum of: PRICE ON ACCEPTANCE OF OPTION(S) Dollars, as follows
2. This proposal is void if not accepted within: 10 DAYS

Fence Factory is hereby authorized to furnish all material, labor and equipment necessary to complete the work above for which Fence Factory will receive in payment the above sum in accordance with all of the Terms & Conditions set forth hereon. It is acknowledged that this entire Proposal and Contract, including the Terms and Conditions set forth on the following pages, has been read.

ACCEPTED AND AUTHORIZED AT: Moorpark, CALIFORNIA BY: _____
COMPANY OR OWNER

ssalerno@fencefactory.com DATED _____
Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, P.O. BOX 26000 Sacramento, CA 95826.

PRINT NAME _____
PRINT TITLE _____
SIGNATURE _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.2.g. AUTHORIZE AND RATIFY MEASURE R CONSTRUCTION CONTRACT IN CONNECTION WITH PROJECT 18-41R, RELOCATABLE CLASSROOM REPAIRS AT MULTIPLE SITES

ACTION

ISSUE: Shall the Board authorize Project 18-41R, Relocatable Classroom Repairs at Multiple Sites, and ratify a construction contract associated with this work, to be funded from the Measure R bond fund?

BACKGROUND: District Maintenance and Construction Management personnel have identified deteriorating conditions on the exterior of relocatable classroom buildings on the Oak Hills, Red Oak, and Medea Creek campuses. Although the removal and replacement of these buildings is a priority in the Measure S Facility Plan, the buildings are expected to remain in service for the next 2-5 years. In order to protect these classrooms from weather and rodent intrusion, it is essential to affect repairs as soon as possible. To that end, at its October 1, 2018 meeting, the Measure S Planning Committee approved a recommendation to the Board of Education to authorize Project 18-41R, Relocatable Classroom Repairs at Multiple Sites, to be funded from the Measure R bond fund. Included in its recommendation to the Board is the award for a construction contract for this work to Custom Modular Service Corporation, in the amount of \$48,662. On the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractors, the contractor's proposal accompanies this report for the Board's information. The budget for this project is \$53,528, including a 10% contingency.

FISCAL IMPACT: The proposed contract will be funded from Fund 213, the Measure R bond fund.

ALTERNATIVES:

1. Authorize Project 18-41R, Relocatable Classroom Repairs at Multiple Sites, establishing a \$53,528 project budget, and to award a construction contract to Omega Construction, Inc., in the amount of \$48,662, to be funded from the Measure R bond fund, as recommended by the Measure S Planning Committee.
2. Do not authorize and award a construction contract for this project.

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	_____	_____	_____	_____

CMSC

CUSTOM MODULAR SERVICES CORPORATION

19271 FIJI LANE HUNTINGTON BEACH, CA 92646

(714) 964-6834 - FAX (714) 964-7314

LICENSE NO. 570805

QUOTATION

(REVISED)
9/25/10

Page 1 of 3

TO: Oak Park Unified School District
Keith Henderson

PHONE: (805) 264-4133

EMAIL: khenderson@opusd.org

JOB ADDRESS/CUSTOMER NAME: OPUSD Red Oak
DESCRIPTION *Prevailing Wage*

D56

Replace ½"x6"x6' exterior trim	\$ 110.00
Replace 46' of skirting.	\$1,380.00
Seal and paint exterior new work only	\$ 460.00

Unit D58

Secure loose siding	\$ 250.00
Replace one window screen	\$ 120.00
Replace 28' of wood cap flashing	\$ 280.00
Secure loose close up trim and patch hole in VWSB	\$ 120.00
Replace 3 sections of cove base (Black)	\$ 55.00

Unit D57

Replace 40' of skirting and vents	\$1,340.00
Extend condensate line to 4" from ground	\$ 45.00
Secure 40' of T1-11 siding	\$ 150.00
Replace 2 sheets of T1-11	\$ 960.00
Replace 28' ramp top wood cap with flashing	\$ 280.00
Secure handrail on wall	\$ 90.00
Replace all ramp decking with new and prime and paint with nonskid.	\$1,860.00
Relevel ramp and deck.	\$ 780.00
Replace ramp skirting and paint.	\$1,180.00
Prep and paint new work only with same colors. Paint by OPUSD	\$1,150.00
Trim two windows with lip molding.	\$ 150.00
Replace two window screens.	\$ 240.00
Replace one triple switch cover.	\$ 20.00

CMSC

CUSTOM MODULAR SERVICES CORPORATION

19271 FIJI LANE HUNTINGTON BEACH, CA 92646

(714) 964-6834 - FAX (714) 964-7314

LICENSE NO. 570805

QUOTATION

Page 2 of 3

Madea Creek T-1

Demo existing concrete and ramp	\$1,500.00
Provide dumpster	\$ 780.00
Provide and install TMP ADA ramp and landing	\$6,712.00
Secure loose skirting in rear.	\$ 80.00
Replace up to 16 ceiling tiles (2910)	\$ 420.00

Oak Hills Unit#26

Replace 40' of 10" wide trim	\$ 800.00
Replace 80' of skirting and vents	\$2,680.00
Replace 4 sheets of T1-11	\$1,800.00
Cut 1' above frame, remove and install Z bar and replace with new T1-11 up to 24 LF	\$1,555.00
Replace (2) window screens	\$ 240.00
Trim two widows with Hp molding.	\$ 150.00
Prep and paint new work with same colors	\$1,145.00
Prep and paint ramp decking with nonskid	\$ 760.00
Extend condensate line to 4" from grade.	\$ 80.00
Replace 2'x12' siding and 1x2 trim on overhang and paint.	\$1,640.00
Grind rust off frame on end, prime and paint.	\$ 450.00

Unit#19

Cut dry rot siding on rear and replace.	\$ 1,480.00
Replace 24' of skirting, vents and 10' of 8" exterior trim.	\$ 1,030.00
Paint new work.	\$ 575.00

CMSC

CUSTOM MODULAR SERVICES CORPORATION

19271 FIJI LANE HUNTINGTON BEACH, CA 92646

(714) 964-6834 - FAX (714) 964-7314

LICENSE NO. 570805

Page 3 of 3

QUOTATION

Oak Hills

Unit#21&22

Remove tie plates, replace 3' of skirting and screens.	\$ 410.00
Reinstall tie plates and paint new work.	\$ 385.00

Madea

R1

Replace eight vents and frames.	\$ 390.00
Replace 40' of skirting, six vents and paint	\$ 1,890.00

Option: trench 18" deep, install mesh, secure and backfill.	\$ 1,650.00
--	-------------

R2

Replace 48' of skirting and 11 6"x24" vents.	\$ 2,060.00
--	-------------

R3

Secure existing mesh to bottom plate.	\$ 320.00
Replace 40' of skirting and vents.	\$ 1,400.00
Install 4"-6" mesh to overlap existing to close up opening.	\$ 465.00

R4

Fill holes next to ramp with concrete.	\$ 330.00
Replace 48' of skirting and vents and paint.	\$ 2,060.00
Level gap between building and curb, fill with sloped concrete to each end.	\$ 965.00

Option:

Trench 24'x18", install mesh and backfill.	\$ 1,440.00
--	-------------

AMOUNT: \$ 48,662.00 TERMS OF PAYMENT: Net 30 days

Any alterations or deviation from the above involving extra cost of material or labor, will be executed only on written orders for same and will become an extra charge over the sum mentioned above.

PROPOSED BY: EM DATE: 9-7-2018
Edward Mouawad

APPROVED BY: _____ DATE: _____

Amounts past due are subject to a service charge of one and half percent per month (unless applicable law requires a lesser charge) together with cost of court and attorney's fees incurred to collect any unpaid amount whether incurred before or after commencement of litigation.

THIS ESTIMATE HAS BEEN APPROVED BY CMSC. AND IS VALID UP TO THIRTY (30) DAYS FROM THE DATE LISTED ABOVE.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
**SUBJECT: B.2.h. APPROVE AMENDMENT #1 FOR MEASURE S PROJECT 18-33S,
SOLAR INSTALLATION MAINTENANCE CONTRACT**

ACTION

ISSUE: Shall the Board approve Amendment #1 for Measure S Project 18-33S, Solar Installation Maintenance Contract?

BACKGROUND: At its meeting on June 12, 2018, the Board authorized Measure S Project 18-33S, Solar Installation Maintenance, establishing a budget of \$205,000 and awarded a contract to REC Solar Commercial Corporation for a 5-year term in the amount of \$51,211 annually, to be funded from the Measure S Bond Fund. In the first quarter of service, the contractor discovered a clerical error in his proposal, on which the agreement is based. The error involves erroneously copying the annual fee for Red Oak (\$6,777) as the annual fee for Oak Park High School. The fee for Oak Park High School should have been listed as \$11,455, a difference of \$4,678 annually. Accordingly, REC is requesting to amend the current agreement to adjust the fees for Oak Park High as outlined in the proposed First Amendment that accompanies this report. The Business Office and Construction Manager have thoroughly reviewed the initial proposal and are satisfied that the original agreement contains the identified clerical error, and that the increase is warranted. Staff recommends the approval of Amendment #1 for Measure S Project 18-33S, Solar Installation Maintenance Contract with REC Solar Commercial Corporation.

FISCAL IMPACT: The cost of the increase is \$4,678 in the first year, and \$24,833 over the five-year life of the agreement, funded from Fund 211 (Measure S Bond Fund) and will be added to the approved Measure S Master Plan.

ALTERNATIVES:

1. Approve Amendment #1 for Measure S Project 18-33S, Solar Installation Maintenance Contract with REC Solar Commercial Corporation.
2. Do not approve Amendment #1.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

FIRST AMENDMENT

This First Amendment (“Amendment”) to the Master Operation and Maintenance Agreement dated June 25, 2018 and (the “Agreement”), between Oak Park Unified District, a school district organized under the laws of California (“Client”) and REC Solar Commercial Corporation, a Delaware corporation (“Contractor”), is entered into as of the date of the last signature below (the “Effective Date”). Contractor and Customer are collectively referred to herein as “Parties” and each of them as a “Party”.

As part of the Agreement, the Parties entered into a Scope of Work Agreement for services at 899 North Kanan Rd, Oak Park, CA 91377, the Oak Park HS, on July 2, 2018 (the “Oak Park SOW”). This Amendment shall amend the Oak Park SOW only and no other Scope of Work Agreement entered into by the Parties. The Parties hereby agree to modify the Agreement as follows:

Section D. Billing & Payments: Table 5 shall be deleted in its entirety and shall be replaced with the below table.

Table 5

Year	Services <i>Includes all services in Table 3.1</i>	Additional Washings <i>Per Additional Occurrence</i>	Additional Vegetation Removal <i>Per Additional Occurrence</i>
1	\$11,455	\$1,366	NA
2	\$11,799	\$1,407	NA
3	\$12,153	\$1,450	NA
4	\$12,518	\$1,494	NA
5	\$12,894	\$1,539	NA

1. Miscellaneous. Except as expressly amended by this Amendment, the Agreement remains in full force and effect. In the event of any conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall prevail.

IN WITNESS HEREOF, the Parties have caused this Amendment to be executed by their duly authorized representatives as of the last date signed below.

OAK PARK UNIFIED DISTRICT

**REC SOLAR COMMERCIAL
CORPORATION**

Signed: _____

Signed: _____

Name: Martin Klauss _____

Name: _____

Title: Asst. Supt., Business Services _____

Title: _____

Date: October 17, 2018 _____

Date: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.2.i. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 18-42S, COMPUTERS-ON-WHEELS LAPTOPS FOR ART CLASSES AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 18-42S, Computers-on-Wheels Laptops for Art Classes at Medea Creek Middle School, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

BACKGROUND: On September 26, 2018, the District Technology Committee considered and recommended approval of a request for Project 18-42S, Computers-on-Wheels Laptops for Art Classes at Medea Creek Middle School, to be funded by the Measure S bond fund. At its meeting on October 1, 2018, the full Measure S Committee received the request and recommendation from the District Technology Committee, and is in turn recommending the Board of Education's authorization to proceed with Measure S Technology Project 18-42S, Computers-on-Wheels Laptops for Art Classes at Medea Creek Middle School, establishing a budget in the amount of \$30,000 to be funded from the Measure S bond fund. A copy of the request accompanies this request for the Board's information.

FISCAL IMPACT: The proposed contract will be funded from Fund 211 (Measure S bond fund), and will be added to the approved Measure S Master Plan (March 2018).

ALTERNATIVES:

1. Authorize Project 18-42S, Computers-on-Wheels Laptops for Art Classes at Medea Creek Middle School, establishing a budget in the amount of \$30,000 from Measure S bond funds, as recommended by the District Technology Committee and Measure S Planning Committee.
2. Do not authorize the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Technology Resource Request Form
[MCMS Art COW Laptops](#)

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)

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 can not 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 the are becoming more and more slow and impacting the projects of the students.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
**SUBJECT: B.2.j. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 18-43S,
VIRTUAL REALITY WORKSTATION PILOT**

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 18-43S, Virtual Reality Workstation Pilot, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

BACKGROUND: On September 26, 2018, the District Technology Committee considered and recommended approval of a request for Project 18-43S, Virtual Reality Workstation Pilot, to be funded by the Measure S bond fund. At its meeting on October 1, 2018, the full Measure S Committee received the request and recommendation from the District Technology Committee, and is in turn recommending the Board of Education's authorization to proceed with Measure S Technology Project 18-43S, Virtual Reality Workstation Pilot, establishing a budget in the amount of \$6,000 to be funded from the Measure S bond fund. A copy of the request accompanies this request for the Board's information.

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

ALTERNATIVES:

1. Authorize Measure S Project 18-43S, Virtual Reality Workstation Pilot, establishing a budget in the amount of \$6,000 from Measure S bond funds, as recommended by the District Technology Committee and Measure S Planning Committee.
2. Do not authorize the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Technology Resource Request Form
Virtual Reality Workstation

1) **Name of Administrator:** Enoch Kwok, Director of Technology and Jay Greenlinger, Director of Curriculum and Instruction

2) **Date Submitted:** 9/25/2018

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

Computer Workstation with high powered graphics sufficient to create and display high end VR immersive environments.

HTC Vive Pro Headset with Wireless adapter and VR kit

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

Engineering Classes, computer gaming design class, demonstration of state of the applications of virtual reality for students of all grades.

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

Animation and computer gaming design class has a lower powered laptop based VR workstation that can utilize basic HTC Vive VR headset but may be too underpowered to run the latest HTC Vive Pro headset under more demanding workloads.

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

\$6000 for desktop computer, HTC Pro VR Headset and peripherals

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

Tech Department

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

Immediately

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.2.k. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 18-44S, IPAD REFRESH OF K-2 TOTES

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 18-44S, iPad Refresh of K-2 Totes, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

BACKGROUND: On September 26, 2018, the District Technology Committee considered and recommended approval of a request for Project 18-44S, iPad Refresh of K-2 Totes, to be funded by the Measure S bond fund. At its meeting on October 1, 2018, the full Measure S Committee received the request and recommendation from the District Technology Committee, and is in turn recommending the Board of Education's authorization to proceed with Measure S Technology Project 18-44S, iPad Refresh of K-2 Totes, establishing a budget in the amount of \$325,000 to be funded from the Measure S bond fund. A copy of the request accompanies this request for the Board's information.

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

ALTERNATIVES:

1. Authorize Measure S Project 18-44S, iPad Refresh of K-2 Totes, establishing a budget in the amount of \$325,000 from the Measure S bond funds, as recommended by the District Technology Committee and Measure S Planning Committee.
2. Do not authorize the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Technology Resource Request Form
iPad Refresh K-2 Totes

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

2) **Date Submitted:** 9/26/2018

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

520 iPads (updated 10/1/2018)

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

- Elementary K-2 classrooms each have a tote of 15 iPads. Each grade level also has an extra tote. Total of 31 classrooms (grades K-2) x 15 iPads per Tote = 465 plus 35 teacher iPads = 500 iPads, plus 20 spares = 520 iPads (updated 10/1/2018).
- The new iPads come with Crayon Stylus and keyboard case and have enough RAM and horsepower to run Apple Schoolwork

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

- 1st generation iPad4/16's are aging out (qty 280, purchased in 2012) battery issues
- early 2nd generation iPads Air/32's are experiencing swollen batteries (qty 1120 purchased 2013-15)

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

\$625 per iPad (includes case, keyboard, crayon stylus, 3-year warranty)

31 classrooms (grades K-2) x 15 iPads per Tote = 465 plus 35 teacher iPads = 500 iPads plus 20 spares = 520 iPads.

520 iPads - \$325,000 (updated 10/1/2018)

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

Each elementary classroom teacher is responsible for their own tote.

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

ASAP for deployment of Apple Schoolwork

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.2.1. APPROVE RENEWAL OF DISTRICT MEMBERSHIP IN CALIFORNIA SCHOOL FUNDING COALITION

ACTION

ISSUE: Shall the Board approve the renewal of the District's membership in the California School Funding Coalition?

BACKGROUND: In 2012-13, as the Local Control Funding Formula (LCFF) was being finalized by the California legislature, OPUSD became one of the initial members of the California School Funding Coalition (CSFC). The CSFC formed as a group of school districts, primarily suburban, with similar demographics and funding concerns, seeking to ensure fair and equitable funding from the new LCFF legislation. LCFF continues to evolve in Sacramento as the legislature further define the law's intent and application. It remains important for suburban school districts such as Oak Park Unified to have a voice in the process. The Administration recommends the renewal of the District's membership in this important advocacy group. Based on the District's ADA, the annual dues are \$2,500, which is included in the Business Administration department budget. More information on CSFC its purpose, achievements, and legislative priorities follows this recommendation.

FISCAL IMPACT: The proposed expenditure \$2,500 is included in the approved General Fund budget.

ALTERNATIVES:

1. Approve the renewal of the District's membership in the California School Funding Coalition.
2. Do not approve renewal of the District's membership.

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	_____	_____	_____	_____

California School Funding Coalition

*Working together to ensure every public school in California receives the funding necessary
to provide a high quality education for all students*

2018-19 Agreement Letter to Participate

The _____ School District expresses its agreement to participate in the California School Funding Coalition (CSFC or Coalition), effective July 1, 2018, through June 30, 2019.

As a participant, it is agreed to support and to participate in a legislative effort to influence the implementation and modification of the Local Control Funding Formula (LCFF), Local Control and Accountability Plan (LCAP), and other legislative/regulatory priorities of the Coalition, in a manner that ensures all students and school agencies are treated equitably.

To assist in this effort, the CSFC contracts with School Services of California, Inc., to provide legislative services. Members will receive: advocacy tools including template letters for legislators, op-ed, Board resolutions, letters to editor, and PowerPoint presentations from workshops hosted by member districts.

The annual membership fee is based
on enrollment:

Prior Year Enrollment	0-499	500-2,499	2,500 and up
Cost	\$750	\$1,500	\$2,500

Superintendent Name
School District
Type of District
County
E-mail Address
Mailing Address
Telephone No.
Fax No.
District Enrollment Count
Membership Fee (see the rates above)

Additional Contacts:

Name	Job Title	Email Address

Signature _____

Date:

☐ Check this box if you wish to receive an invoice

Please Return To:

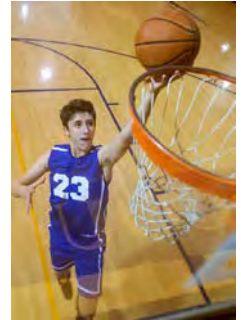
Steve Ward, Legislative Analyst and Government Relations, Clovis Unified School District
Administrator, California School Funding Coalition
1450 Herndon Avenue
Clovis, CA 93611
Work: (559) 327-9118
Cell: (559) 647-2562
Fax: (559) 327-9129
Email: steveward@cusd.com



California School Funding Coalition - Who We Are

The **California School Funding Coalition (CSFC)** formed in March 2013, when school districts across the state united around a common goal of increasing the base grant portion of the proposed Local Control Funding Formula.

The advocacy efforts of the CSFC members were rewarded, along with every district in California when the final LCFF legislation increased the base grant target by \$500 per ADA. Significantly higher than originally proposed.



What We Have Accomplished

Since 2013 member districts have been active participants in the legislative and regulatory process. Our efforts are having an impact:

- **2017-18 Sponsored Legislation to Increase LCFF Base Grant Targets** – Assembly Member Al Muratsuchi (D-Torrance) introduced AB 2808 (sponsored initially by the CSFC), which passed both houses of the Legislature. Coalition members were successful in gaining the support of nearly every statewide education organization. However, the Governor elected to over-appropriate funding for the existing LCFF targets instead of establishing new targets
- **2018 Successfully Advocated for Full Implementation of LCFF** – Full funding of the existing LCFF targets was achieved by utilizing the increase in the Proposition 98 Guarantee in the 2018-19 state budget.
- **2014-18 Career Technical Education** - Convened a stakeholder group to develop legislation to establish a new and ongoing state and district funded CTE incentive grant program. In 2015, this legislation became the blueprint for the Governor's three year, \$900 million CTE Incentive Grant program. In 2018, CSFC advocates worked on a budget compromise resulting in \$300 million in on-going funding for CTE programs.
- **2015 & ongoing Erosion of LCFF Base Funding** – Initiated a statewide campaign to educate and illustrate how the increased cost of "must fund" expenditures, such as STRS/PERS, Special Education, and minimum wage are impacting local school budgets and eroding the purchasing power of LCFF base funding.

- **2013 LCFF Base Grant Increase** - Successfully proposed and led an advocacy campaign which resulted in a \$500 per ADA increase in the LCFF base grant.
- **2013 Economic Recovery Target** - Successfully proposed, advocated for, and saw implemented a hold harmless provision within the LCFF for districts who would have received less funding under the LCFF than the former funding system.

Aspirational Funding for a Post-LCFF Model

The CSFC's work to increase LCFF base grant targets will continue in 2019, when the new Governor is sworn into office. While the LCFF was fully funded in 2018-19, legislation to establish **new LCFF targets will be the** School Funding Coalition's **number one priority**. We have already secured the **commitment of several key members** of the Legislature to continue this fight!

All school districts will need to work together and with their local legislators to support legislation that will establish new aspirational funding targets for the LCFF.

We invite you to partner with us to build an aspirational LCFF funding target that will fund California schools at the national average and ultimately, on par with the top 10 states in the nation.

The CSFC has become a valuable resource for legislators, state departments and research organizations. Guided by its legislative advocates from School Services of California, the CSFC works closely with policymakers and statewide education organizations to ensure its core message is being shared and supported across the State.

Add your voice to our work! For more information please contact:

Steve Ward, Legislative Analyst, Clovis Unified School District, steward@cusd.com or (559) 327-9118, or

Nancy LaCasse, School Services of California, Inc., nancyl@sscal.com or (916) 446-7517



Who are We?

California School Funding Coalition

48 Members as of 6/30/2018

730,000 = Total Student Enrollment

335,000 = EL/LI/FY Students

35% = Concentration Districts

8% to 99% = Range of % Unduplicated

110 to 63,000 = Range in Size

Alameda Unified	Etiwanda Elementary School District	Pacifica School District
Albany City Unified	Folsom-Cordova Unified	Pixley Union Elementary
Alta Loma Elementary	Fruitvale School District	Placentia-Yorba Linda Unified
Arcadia Unified	Gilroy Unified	Pleasant Valley School District
Big Sur Unified	Glendora Unified	Redondo Beach Unified
Brentwood Union School District	Irvine Unified	Riverdale Joint Unified
Burton School District	Golden Valley Unified	Rocklin Unified
Capistrano Unified	Kerman Unified	San Marcos Unified
Caruthers Unified	Kingsburg Elementary Charter	San Mateo-Foster City School District
Clovis Unified	Manteca Unified	San Ramon Valley Unified
Coalinga Unified	Merced Union High	Sanger Unified
Cotati-Rohnert Park Unified	Mt. Diablo Unified	Santa Barbara Unified
Cupertino Union	Modesto City Schools	Temecula Unified
Dinuba Unified	Moreno Valley Unified	Torrance Unified
El Segundo Unified	Oak Park Unified	Twin Rivers Unified
Elk Grove Unified	Orcutt Union Elementary	Wiseburn Unified

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

SUBJECT: B.3.a. APPROVE SUBMISSION OF CAREER TECHNICAL EDUCATION FACILITIES PROGRAM GRANT (CTEFP) FOR 2018

ACTION

ISSUE: Shall the Board approve Career Technical Education Facilities Program grant application for 2018?

BACKGROUND: The Career Technical Education Facilities Program (CTEFP) is a competitive grant process that provides funding for: the construction of new Career Technical Education (CTE) facilities (up to \$3 million); the modernization or reconfiguration of existing CTE facilities (up to \$1.5 million); and equipment with an average useful life expectancy of at least 10 years, to integrate and enhance CTE opportunities for pupils at comprehensive high schools.

The District hopes to secure the portion of grant funds noted for “modernization projects” in the amount of \$1.5 million. Those funds could be used for the modernization of our facilities at OPHS for the purpose of enhancing our Engineering and Architecture CTE pathways, as well as the purchase of equipment used for the CTE pathways. To be in compliance with the grant process, we request the Board’s approval of the District’s grant application, which may be accessed at the following link: <https://goo.gl/eA3oG9>.

FISCAL IMPACT: CTEFP is a matching grant; Measure S funds will be used to pay for the matching funds.

ALTERNATIVES:

1. Approve the OPUSD Career Technical Education Facilities Program Grant application for 2018.
2. Do not approve Career Technical Education Facilities Program Grant(CTEFP) application for 2018.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.3.b. APPROVE ADDITIONAL TEXT BOOK FOR OAK PARK INDEPENDENT SCHOOL

ACTION

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

BACKGROUND: Oak Park Independent School would like to add an additional book to its curriculum. The book is “Wired to Create” by Scott Barry Kaufman & Carolyn Gregoire. A description and details of the proposed use of the textbook is provided for the Board’s reference. This book is being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting this novel to the board at their October 2nd, 2018 meeting.

FISCAL IMPACT: The cost of the textbook set for a class of 25 students is estimated to be \$425.00. Funding source is the general Fund (LCAP Goal – 2) and is included in the 2018-19 adopted budget.

ALTERNATIVES:

1. Approve the request for additional text book at Oak Park Independent School.
2. Do not approve the request for additional text book at Oak Park Independent School.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

OPUSD Curriculum Council Proposal: ***Wired to Create***

School Site: OPIS

Course: Psychology

Instructor: O'Brien

- **Driving Question:** *What is creativity and what fosters it?*

Proposal for a Modification to an Existing Course: This proposal is requesting the addition of supplementary materials to our currently existing, A-G approved, Psychology course. The proposed addition would consist of selected chapters from the book, *Wired to Create*, details about which are included below for your reference.

This addition is intended to add to the depth and complexity of this course by incorporating more recent and more extensive research from multiple sources relative to the areas of creativity and intelligence. The content included in this supplemental text will allow students to have a deeper and broader based understanding of the science of creativity. This in turn will allow them to nurture and expand their own creative abilities both now and in the future.

Content from this title will be incorporated into the lessons on *intelligence and creativity* which is scheduled to be studied in the Spring semester, [weeks #5 and 6](#) (tentatively February 5th - 16th, 2019).

Title: [Wired to Create: Unraveling the Mysteries of the Creative Mind](#)

Authors: Scott Barry Kaufman & Carolyn Gregoire

- ISBN-13: 978-0399175664
- Print Length: 286 pages
- Publisher: TarcherPerigee (December 29, 2015)
- Publication Date: December 29, 2015
- Distributed/Sold by: Penguin Group (USA) LLC
- List Price: \$17.00 US

Requested number of copies: _____

Description: Based on psychologist Scott Barry Kaufman's groundbreaking research and Carolyn Gregoire's popular article in the Huffington Post, ***Wired to Create*** offers a glimpse inside the "messy minds" of highly creative people. Revealing the latest findings in neuroscience and psychology, along with engaging examples of artists and innovators throughout history, the book shines a light on the practices and habits of mind that promote creative thinking. Kaufman and Gregoire untangle a series of paradoxes—like mindfulness and daydreaming, seriousness and play, openness and sensitivity, and solitude and collaboration—to show that it is by embracing our own contradictions that we are able to tap into our deepest creativity.

Each chapter explores one of the ten attributes and habits of highly creative people: Imaginative Play * Passion * Daydreaming * Solitude * Intuition * Openness to Experience * Mindfulness * Sensitivity * Turning Adversity into Advantage * Thinking Differently

With insights from the work and lives of Pablo Picasso, Frida Kahlo, Marcel Proust, David Foster Wallace, Thomas Edison, Josephine Baker, John Lennon, Michael Jackson, musician Thom Yorke, chess champion Josh Waitzkin, video-game designer Shigeru Miyamoto, and many other creative luminaries, *Wired to Create* helps us better understand creativity—and shows us how to enrich this essential aspect of our lives.

About the Authors

Scott Barry Kaufman, Ph.D., is scientific director of the Imagination Institute and investigates the measurement and development of imagination, creativity and well-being in the Positive Psychology Center at the University of Pennsylvania. He has written or edited six previous books, including *Ungifted: Intelligence Redefined*. He is also co-founder of The Creativity Post, host of The Psychology Podcast, and he writes the blog Beautiful Minds for Scientific American. Kaufman lives in Philadelphia.

Carolyn Gregoire is a senior writer at the Huffington Post, where she reports on psychology, mental health, and neuroscience. She has spoken at TEDx and the Harvard Public Health Forum, and has appeared on MSNBC, the Today show, the History Channel and HuffPost Live. Gregoire lives in New York City.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
SUBJECT: B.4.a. APPROVE ADOPTION OF BOARD POLICY 0415 – EQUITY – First Reading

ACTION

ISSUE: Should the Board of Education adopt new Board Policy 0415 – Equity?

BACKGROUND: New Board Policy added which addresses the district's recognition and response to the unique barriers facing historically underserved and underrepresented student populations. Policy expresses the district's intent to proactively identify class and cultural biases as well as practices that impede equal access to opportunities for all students. Policy also presents examples of strategies to promote equity in district programs and activities. Board Policy 0415 is being submitted with recommendation from CSBA.

ALTERNATIVES: 1. Adopt new Board Policy 0415 – Equity
2. Do not adopt new Board Policy 0415 – Equity

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(a)

The Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

(cf. 0400 - Comprehensive Plans)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(b)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6162.5 - Student Assessment)

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

(cf. 0440 - District Technology Plan)

(cf. 3100 - Budget)

(cf. 4113 - Assignment)

(cf. 7110 - Facilities Master Plan)

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6152.1 - Placement in Mathematics Courses)

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

(cf. 5137 - Positive School Climate)

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups

(cf. 6141 - Curriculum Development and Evaluation)

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

6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(c)

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community
8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

(cf. 0500 - Accountability)

The Board shall regularly monitor the intent and impact of district policies and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services.

Legal Reference:

EDUCATION CODE

200-262.4 Educational equity

52077 Local control and accountability plan

60040 Selection of instructional materials

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2414 Strengthening Career and Technical Education for the 21st Century Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(d)

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

Meeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017

The School Board Role in Creating the Conditions for Student Achievement, 2017

African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016

African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016

Latino Students in California's K-12 Public Schools, 2016

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, 2016

Climate for Achievement Governance Brief Series, 2015

Math Misplacement, 2015

CENTER FOR URBAN EDUCATION PUBLICATIONS

Protocol for Assessing Equity-Mindedness in State Policy, 2017

WEB SITES

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

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

Center for Urban Education: <http://cue.usc.edu>

Safe Schools Coalition: <http://www.casafeschools.org>

Adopted 10-16-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

**SUBJECT: B.4.b. APPROVE AMENDMENT TO BOARD POLICY 2210
ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY
- First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy?

BACKGROUND: Board Policy 2210 is being updated to add the board's expectation that the superintendent or designee will be nondiscriminatory and demonstrate a commitment to equity whenever he/she is exercising administrative authority to address a situation that is either not covered in written policies or that requires immediate action to avoid risk to student and staff safety, protect district property, or prevent disruption of school operations. Policy clarifies the superintendent's accountability for all areas of operation under his/her authority and provides that the superintendent or designee will notify the board, as appropriate, of his/her actions exercised pursuant to this policy. Board Policy 2210 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve amendment of Board Policy 2210 – Administrative Discretion Regarding Board Policy
2. Do not approve amendment of Board Policy 2210 – Administrative Discretion Regarding Board Policy

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 2000

Administration

BP 2210(a)

Administrative Discretion Regarding Board Policy

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and, setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs situations may arise which may not be addressed in written policy. In such situations, or when immediate action is necessary to avoid any risk to the safety or security of students, staff, or district property or to prevent disruption of school operations, the Superintendent or designee shall have the authority to act on behalf of the district in a manner that is consistent with law and Board policies.

(cf. 0000 – Vision)

(cf. 0100 – Philosophy)

(cf. 0200 – Goals for the School District)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2121 - Superintendent's Contract)

(cf. 3516.5 - Emergency Schedules)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

~~In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the authority to act on behalf of the district.~~

As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the exercise of this authority.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

~~(cf. 0450 – Comprehensive Plan)~~

~~(cf. 3516.5 – Emergency Schedules)~~

The Superintendent shall be accountable to the Board for all areas of operation under his/her authority. As appropriate, the Superintendent or designee shall notify the Board as soon as practicable after he/she exercises the authority granted under this policy. The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policy or policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 9320 – Meetings and Notices)

(cf. 9322 – Agenda/Meeting Minutes)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2210(b)

Legal Reference

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35161 Powers and duties; authority to delegate

35163 Official actions, minutes and journal

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013

WEB SITES

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

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

Adopted: 7-9-80

Amended: 3-18-86, 5-7-91, 9-17-02, 9-16-03, 5-15-12, 2-20-14, 10-16-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

**SUBJECT: B.4.c. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 3320 – CLAIMS AND ACTIONS
AGAINST THE DISTRICT - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3320 – Claims and Actions Against the District?

BACKGROUND: Board Policy 3320 and regulation updated to clarify the applicability of the Government Claims Act to certain claims for money or damages against the district, and to reflect NEW COURT DECISION (Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne Court) which upheld the district's right to require that a claim be submitted using district procedures before a lawsuit may be filed. Regulation also updated to expand section on "Time Limitations." Board Policy 3320 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 3320 – Claims and Actions Against the District
2. Do not approve amendment to Board Policy 3320 – Claims and Actions Against the District

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 3320(a)

Claims And Actions Against The District

The Governing Board desires to ~~ensure that the~~ conduct district's operations ~~are conducted~~ in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with ~~Government Claims Act law, Board policy and administrative regulation or other applicable state or district procedures~~, as well as the district's Joint Powers Authority (JPA) agreement or ~~other~~ insurance coverage.

(cf. 3530 – Risk Management/Insurance)

(cf. 5143 – Insurance)

Any claim for money or damages not governed by the Governments Claims Act (Government Code 810-996.6) or ~~specifically~~ excepted by Government Code 905 shall be presented ~~consistent and acted upon in accordance with district-established procedures consistent~~ with the manner and time limitations ~~in the Government Claims Act, specified in the accompanying administrative regulation~~, unless a procedure for processing such claims is otherwise provided by state or federal law ~~or regulation~~. (Government Code 935)

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance.

~~This policy applies retroactively to any existing causes of action and/or claims for money and/or damages.~~

Roster of Public Agencies

Within 10 days of any change in the name of the district, the mailing address of the Board, or the names and addresses of the Board president, the Board clerk or secretary, or other Board members, ~~the Superintendent or designee shall file the updated information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary and other members of the Board.~~ (Government Code 53051)

~~Any changes to such information shall be filed within 10 days after the change in facts.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3320(b)

~~(Government Code 53051)~~

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

6500-6536 Joint exercise of powers

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne County, (2018) 21 Cal.App.5th 403

City of Stockton v. Superior Court, (2007) 42 Cal.4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App. 4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal. App. 4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

Adopted: 3-18-86

Amended: 6-6-89, 9-17-02, 1-20-04, 6-9-09, 6-8-10, 10-16-18

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3320(a)

Claims And Actions Against The District

Time Limitations

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above, ~~including claims for damages to real property~~, shall be ~~presented~~ ~~filed~~ not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)
3. In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which are specifically exempted from the Government Claims Act by Government Code 905 and are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 911.2, 935)

Receipt of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the district office or deposited in a post office, ~~subpost mailbox~~, ~~sub-post~~ office, substation, ~~or~~ mail chute, or other ~~like~~ ~~similar~~ facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the ~~district's JPA~~ ~~district's~~ ~~joint powers authority~~ or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3320(b)

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the ~~public~~district employee(s) causing the injury, damage, or loss if known
6. The amount claimed if it totals less than \$10,000 ~~as of the date of the presentation of the claim~~, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case
7. The signature of the claimant or the person acting on his/her behalf

Notice of Claim Insufficiency

If ~~the~~a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, personally deliver or mail to the claimant, at the address stated in the claim or application, a notice that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided ~~under~~in the section ~~entitled~~ "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3320(c)

For claims under item ~~#1~~ **and #3** in the section ~~entitled~~ "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code **905**, 911.4)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3320(d)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not ~~been~~ commenced or ~~been~~ barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.
5. If the Board takes ~~no~~ action on the claim, the claim shall be deemed rejected.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

Adopted: 3-18-86

Amended: 6-6-89, 9-17-02, 3-09, 3-10, 10-16-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

**SUBJECT: B.4.d. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 4119.11/4219.11/4319.11 – SEXUAL
HARASSMENT - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4119.11/4219.11/4319.11 – Sexual Harassment?

BACKGROUND: Board Policy 4119.11/4219.11/4319.11 updated to provide a strong statement of the board's commitment to provide a safe work environment that is free of sexual harassment and intimidation and to align the process for filing complaints of sexual harassment with AR 4030 - Nondiscrimination in Employment. Regulation updated to reflect NEW LAW (SB 396) which requires districts to post a Department of Fair Employment and Housing poster on transgender rights and, if the district has 50 or more employees, to provide training to supervisors regarding harassment based on gender identity, gender expression, and sexual orientation. Board Policy 4119.11/4219.11/4319.11 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 4119.11/4219.11/4319.11 – Sexual Harassment
2. Do not approve amendment to 4119.11/4219.11/4319.11 – Sexual Harassment

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 4000

Personnel

BP 4119.11 4219.11, 4319.11(a)

Sexual Harassment

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment ~~of~~ against district employees. ~~The Board also prohibits and~~ retaliatory behavior or action against ~~district employees or other~~ any persons who complains, testifies, or otherwise participates in the complaint process established pursuant to for the purpose of this policy ~~and accompanying administrative regulation.~~

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and, ~~when applicable, to~~ to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation-
2. Publicizing and disseminating the district's sexual harassment policy to ~~staff~~ employees and others to whom the policy may apply

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.11 4219.11, 4319.11(b)

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

Any district employee who feels that he/she has been sexually harassed **in the performance of his/her district responsibilities** or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her **direct** supervisor, ~~the principal, district administrator, another supervisor, the district's coordinator for nondiscrimination, or the Superintendent.~~ A supervisor ~~, principal, or other district administrator~~ who receives a harassment complaint shall promptly notify the ~~Superintendent or designee coordinator.~~

Complaints of sexual harassment shall be filed **and investigated** in accordance with **the compliant procedures** in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

~~Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.~~

~~(cf. 4118—Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.11 4219.11, 4319.11(c)

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination ~~11021~~

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX prohibition against discrimination

UNITED STATES CODE, TITLE 42

~~2000d-2000d-7 Title VI, Civil Rights Act of 1964~~

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

~~2000h-2-2000h-6 Title IX, 1972 Education Act Amendments~~

CODE OF FEDERAL REGULATIONS, TITLE 34

~~106.9 Dissemination of policy~~

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

~~OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL~~

~~Protecting Students from~~ U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment and Hate Crime, January 1999, November 2017

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

Adopted: 1-25-78

Amended: 11-17-82, 7-23-85, 1-21-92, 9-17-02, 3-16-04, 9-20-05, 02-21-17, 10-16-18

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4119.11, 4219.11, 4319.11(a)

Sexual Harassment

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.-

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

Prohibited sexual harassment also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, ~~in the work or education setting~~ include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4119.11, 4219.11, 4319.11(b)

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include [how to recognize prohibited or harassing conduct](#), the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. [The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.](#)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

(cf. 4300 - Administrative and Supervisory Personnel)

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding ~~the~~ federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to ~~the~~ sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4119.11, 4219.11, 4319.11(c)

other sources

3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment
4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed
6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. -Such records shall include the names of traineding employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4119.11, 4219.11, 4319.11(d)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive ~~either~~ a copy of ~~an~~ information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or ~~a copy of the~~ district ~~information sheets~~ that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, ~~the DFEH's~~ poster on discrimination in employment and the illegality of sexual harassment ~~and the DFEH poster regarding transgender rights~~. (Government Code 12950)

Adopted: 3-2-93

Amended: 7-05, 3-08, 11-15, 02-21-2017, 10-16-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 16, 2018

**SUBJECT: B.4.e. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 5112.5– OPEN/CLOSED CAMPUS –
First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5112.5– Open/Closed Campus?

BACKGROUND: Board Policy 5112.5 revised to clarify options for open campus and add optional language regarding district criteria for student eligibility for open campus privileges. Policy also includes the requirement for written parental notification of the open campus policy, formerly in AR, and clarifies that a student's unauthorized absence from school constitutes an unexcused absence but is not classified as truancy unless it meets the legal definition of truancy based on the number of absences during the school year. Regulation deleted and key concepts moved to BP. Board Policy 5112.5 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy 5112.5– Open/Closed Campus
2. Do not approve amendment to 5112.5– Open/Closed Campus

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5112.5(a)

Open~~Closed~~ Campus

In order to ~~keep~~ give students an opportunity to demonstrate responsibility, independent judgement, and positive citizenship, the Governing Board establishes an open campus at Oak Park High school in which students shall have privilege of leaving campus during lunch. ~~in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools.~~

The principal or designee shall ensure that juniors and seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour. The Board views this program as a way to improve and reward student academic achievement and attendance. Eligibility requirements are based upon academic performance and attendance standards. The open campus privilege may be revoked for juniors and or seniors who do not meet the eligibility standards. Juniors who have a 5th or 6th period class after lunch shall not be allowed to leave campus for lunch.

The district shall send written notification to parents/guardians about the open campus policy at the beginning of the school year along with the parental notification required by Education Code 48980. Such notification shall include the language prescribed by Education Code 44808.5.

(cf. 5145.6 - Parental Notifications)

Students shall not leave ~~the~~ school grounds at any ~~other~~ time during the school day without ~~express written~~ permission of ~~their parents/guardians and~~ school authorities. Students who leave school without authorization shall be ~~classified truant~~ considered to have an unexcused absence and be subject to disciplinary action.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School Attendance Review Board)

The principal or designee may revoke the open campus privilege for individual students for disciplinary reasons.

~~Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.~~

(cf. 5144 - Discipline)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5112.5(b)

Junior/Senior Open Campus

~~The Governing Board establishes a closed campus at all district schools, however juniors and seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour. The Board views this program as a way to improve and reward student academic achievement and attendance. Eligibility requirements are based upon academic performance and attendance standards. The open campus privilege may be revoked for seniors who do not meet the eligibility standards.~~

~~Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.~~

Legal Reference:

EDUCATION CODE

35160 Authority of the Board

35160.1 Broad authority of school district

44808.5 Permission for ~~pupils~~ students to leave school grounds; notice

48980 Annual notification to parents/guardians

Adopted: 5-24-78

Amended: 4-9-80, 5-15-84, 6-23-92, 9-17-02, 10-16-2018

~~OAK PARK UNIFIED SCHOOL DISTRICT~~

~~ADMINISTRATIVE REGULATION~~

Series 5000

Students

AR 5112.5

Students Leaving Campus During the School Day

Procedures for Off-Campus Passes:

1. ~~Temporary Passes: Students may be issued a one-time, temporary pass to leave campus prior to the end of the school day upon receipt of one of the following:~~
 - a. ~~A personal contact by the parents~~
 - b. ~~A written note signed by the parent stating the reason for the pass~~
 - c. ~~A telephone call from the parent~~
2. ~~Long-term Passes: Students may be issued on-going, one-year, off-campus passes for the following reasons:~~
 - a. ~~For lunch~~
 - b. ~~To take part in a work/study program (after attending a minimum day)~~
 - c. ~~To work~~
 - d. ~~To take part in an advanced placement study program~~
 - e. ~~To take part in other activities authorized by the school principal~~

~~Before a long-term pass is issued, the parent or legal guardian of the student must sign a request form. The request form shall state the circumstances under which the student shall be dismissed from school and shall clearly define the responsibility of the parent for the conduct and welfare of the student while off campus. In the event a student loses an off-campus pass, the parent or guardian shall be required to pay a five-dollar (\$5.00) fee to cover administrative and clerical costs.~~

~~A long-term pass may be cancelled or temporarily suspended for any student found to have violated district policies. If a student is found to be habitually truant, no long-term pass shall be issued during the semester in which the truancy occurred or during the following semester; an existing long-term pass for such a student shall be cancelled.~~

~~Adopted: 4-9-80~~

~~Amended: 5-20-86, 5-23-92~~

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 1, 2018

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

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 1 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 1: August 6, 2018 - August 31, 2018										Year to Date									
	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	97	98	(1)	94.26	95.36	(1.10)	97.18%	97.31%	-0.13%	K	97	98	(1)	94.26	95.36	(1.10)	97.18%	97.31%	-0.13%
1	84	79	5	82.74	77.79	4.95	98.50%	98.47%	0.03%	1	84	79	5	82.74	77.79	4.95	98.50%	98.47%	0.03%
2	85	75	10	84.53	72.32	12.21	99.45%	96.43%	3.02%	2	85	75	10	84.53	72.32	12.21	99.45%	96.43%	3.02%
3	81	98	(17)	78.63	95.58	(16.95)	97.07%	97.53%	-0.46%	3	81	98	(17)	78.63	95.58	(16.95)	97.07%	97.53%	-0.46%
4	99	118	(19)	96.74	114.26	(17.52)	97.72%	96.83%	0.89%	4	99	118	(19)	96.74	114.26	(17.52)	97.72%	96.83%	0.89%
5	124	99	25	122.00	97.74	24.26	98.39%	98.73%	-0.34%	5	124	99	25	122.00	97.74	24.26	98.39%	98.73%	-0.34%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	570	567	3	558.90	553.05	5.85	98.05%	97.54%	0.51%	Total	570	567	3	558.90	553.05	5.85	98.05%	97.54%	0.51%
OHES										OHES									
K	93	101	(8)	89.26	97.42	(8.16)	95.98%	96.46%	-0.48%	K	93	101	(8)	89.26	97.42	(8.16)	95.98%	96.46%	-0.48%
1	86	77	9	85.05	76.95	8.10	98.90%	99.94%	-1.04%	1	86	77	9	85.05	76.95	8.10	98.90%	99.94%	-1.04%
2	83	79	4	82.00	76.79	5.21	98.80%	97.20%	1.59%	2	83	79	4	82.00	76.79	5.21	98.80%	97.20%	1.59%
3	76	77	(1)	75.63	75.21	0.42	99.51%	97.68%	1.84%	3	76	77	(1)	75.63	75.21	0.42	99.51%	97.68%	1.84%
4	94	97	(3)	91.53	95.63	(4.10)	97.37%	98.59%	-1.22%	4	94	97	(3)	91.53	95.63	(4.10)	97.37%	98.59%	-1.22%
5	98	100	(2)	96.47	97.58	(1.11)	98.44%	97.58%	0.86%	5	98	100	(2)	96.47	97.58	(1.11)	98.44%	97.58%	0.86%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	530	531	(1)	519.94	519.58	0.36	98.10%	97.85%	0.25%	Total	530	531	(1)	519.94	519.58	0.36	98.10%	97.85%	0.25%
ROES										ROES									
K	116	94	22	112.21	92.63	19.58	96.73%	98.54%	-1.81%	K	116	94	22	112.21	92.63	19.58	96.73%	98.54%	-1.81%
1	86	79	7	84.11	76.63	7.48	97.80%	97.00%	0.80%	1	86	79	7	84.11	76.63	7.48	97.80%	97.00%	0.80%
2	86	99	(13)	84.58	95.32	(10.74)	98.35%	96.28%	2.07%	2	86	99	(13)	84.58	95.32	(10.74)	98.35%	96.28%	2.07%
3	103	101	2	100.58	98.84	1.74	97.65%	97.86%	-0.21%	3	103	101	2	100.58	98.84	1.74	97.65%	97.86%	-0.21%
4	97	100	(3)	95.74	98.37	(2.63)	98.70%	98.37%	0.33%	4	97	100	(3)	95.74	98.37	(2.63)	98.70%	98.37%	0.33%
5	97	100	(3)	95.26	97.95	(2.69)	98.21%	97.95%	0.26%	5	97	100	(3)	95.26	97.95	(2.69)	98.21%	97.95%	0.26%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	585	573	12	572.48	559.74	12.74	97.86%	97.69%	0.17%	Total	585	573	12	572.48	559.74	12.74	97.86%	97.69%	0.17%
MCMS										MCMS									
6	352	346	6	349.37	339.42	9.95	99.25%	98.10%	1.15%	6	352	346	6	349.37	339.42	9.95	99.25%	98.10%	1.15%
7	350	366	(16)	344.26	357.74	(13.48)	98.36%	97.74%	0.62%	7	350	366	(16)	344.26	357.74	(13.48)	98.36%	97.74%	0.62%
8	384	375	9	376.26	368.58	7.68	97.98%	98.29%	-0.30%	8	384	375	9	376.26	368.58	7.68	97.98%	98.29%	-0.30%
SDC	-	2	(2)	-	2.00	(2.00)	0.00%	100.00%	-100.00%	SDC	-	2	(2)	-	2.00	(2.00)	0.00%	100.00%	-100.00%
Total	1,086	1,089	(3)	1,069.89	1,067.74	2.15	98.52%	98.05%	0.47%	Total	1,086	1,089	(3)	1,069.89	1,067.74	2.15	98.52%	98.05%	0.47%
OPHS										OPHS									
9	402	410	(8)	398.00	402.00	(4.00)	99.00%	98.05%	0.96%	9	402	410	(8)	398.00	402.00	(4.00)	99.00%	98.05%	0.96%
10	402	394	8	395.74	385.05	10.69	98.44%	97.73%	0.71%	10	402	394	8	395.74	385.05	10.69	98.44%	97.73%	0.71%
11	366	389	(23)	356.68	379.79	(23.11)	97.45%	97.63%	-0.18%	11	366	389	(23)	356.68	379.79	(23.11)	97.45%	97.63%	-0.18%
12	384	373	11	373.21	358.74	14.47	97.19%	96.18%	1.01%	12	384	373	11	373.21	358.74	14.47	97.19%	96.18%	1.01%
SDC	-	6	(6)	-	5.05	(5.05)	0.00%	84.17%	-84.17%	SDC	-	6	(6)	-	5.05	(5.05)	0.00%	84.17%	-84.17%
Total	1,554	1,572	(18)	1,523.63	1,530.63	(7.00)	98.05%	97.37%	0.68%	Total	1,554	1,572	(18)	1,523.63	1,530.63	(7.00)	98.05%	97.37%	0.68%
OVHS										OVHS									
10-12	35	29	6	32.98	28.29	4.69	94.23%	97.55%	-3.32%	10-12	35	29	6	32.98	28.29	4.69	94.23%	97.55%	-3.32%
OPIS										OPIS									
K-12	208	191	17	202.60	181.69	20.91	97.40%	95.13%	2.28%	K-12	208	191	17	202.60	181.69	20.91	97.40%	95.13%	2.28%
Other***	3	6	(3)	2.10	2.55	(0.45)				Other***	3	6	(3)	2.10	2.55	(0.45)			
Total	4,571	4,558	13	4,482.52	4,443.27	39.25	98.06%	97.48%	0.58%	Total	4,571	4,558	13	4,482.52	4,443.27	39.25	98.06%	97.48%	0.58%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2018
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 September 30th of the 2018-19 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced the following monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent.

FISCAL IMPACT: None.

RECOMMENDATION: None - for information only.

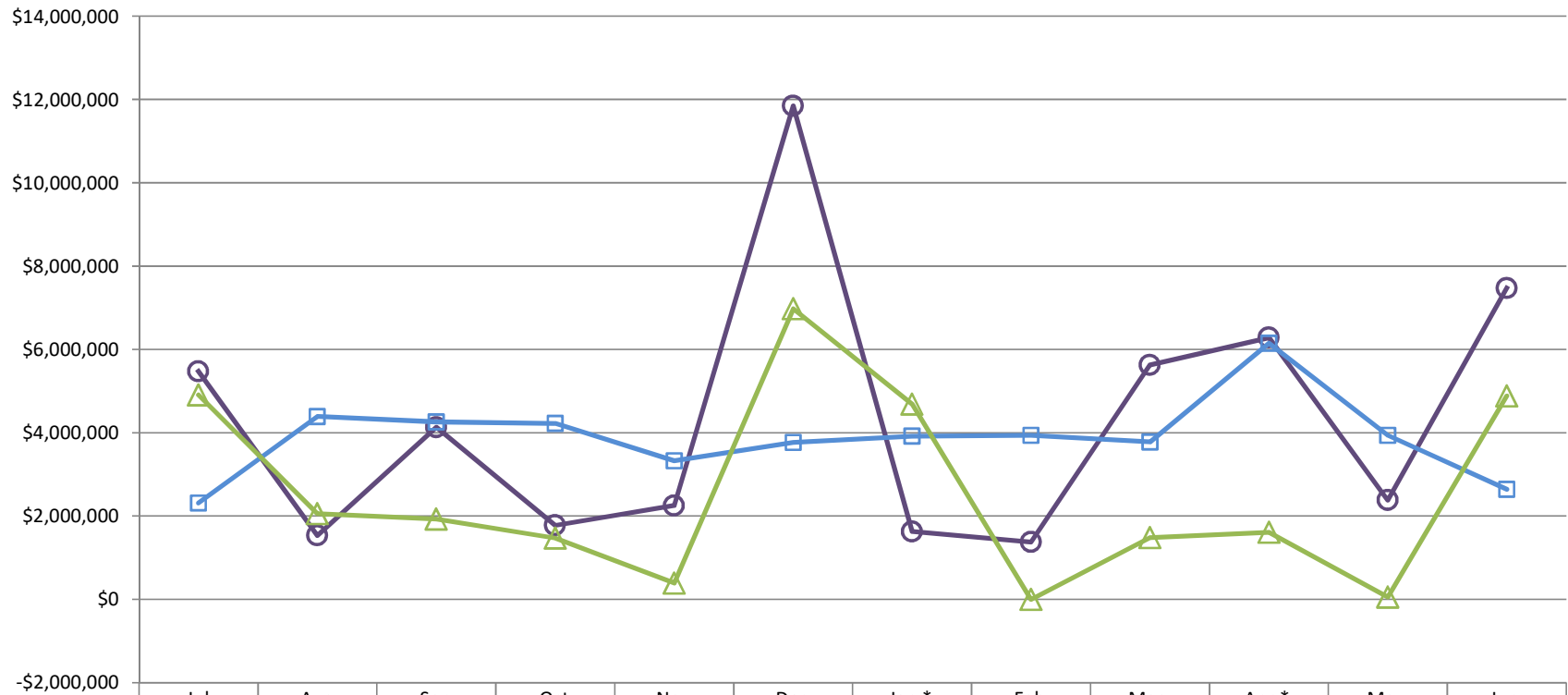
Prepared by: Lisa Nilles, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

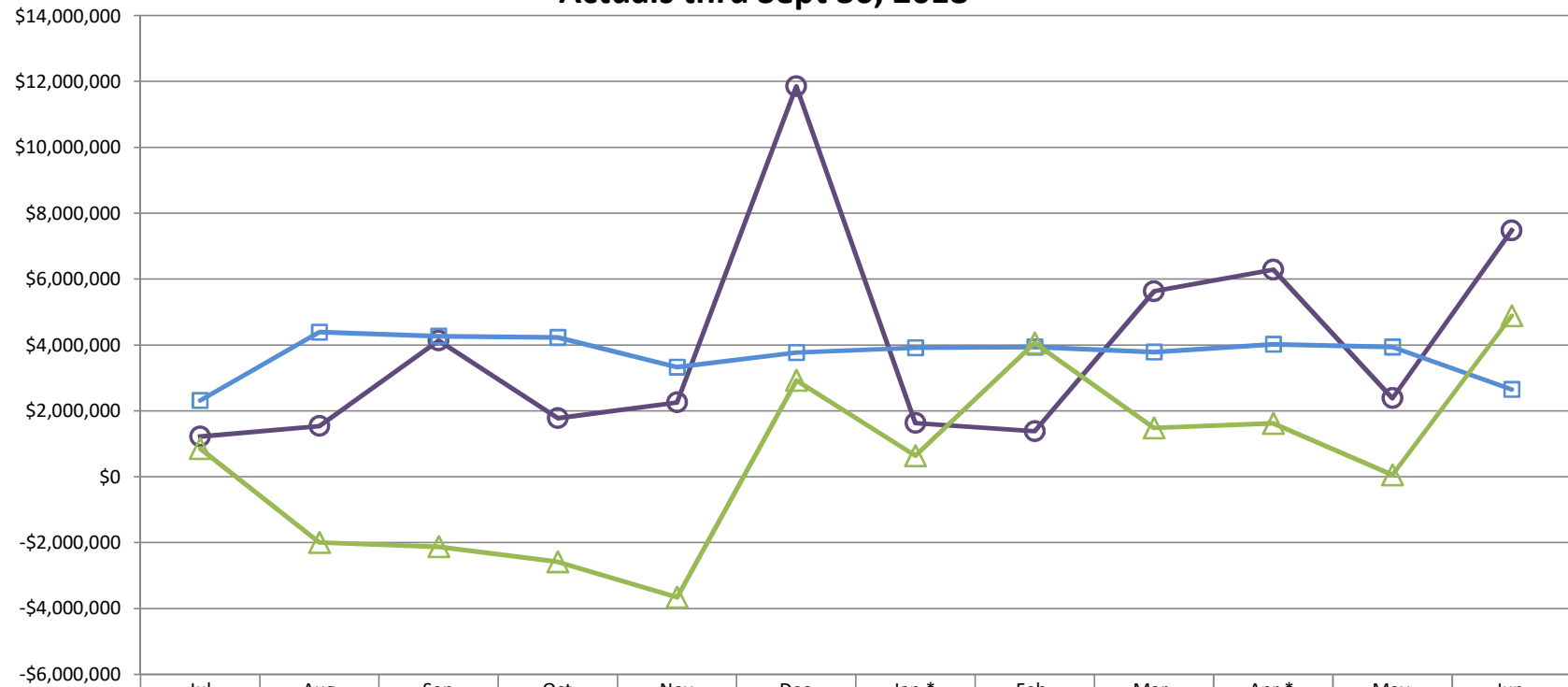
OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2018-19 Budget															
Budget: Adopted Budget															
Actuals through September 30, 2018															
		BEGINNING BALANCE BASED ON 2017-18 YEAR-END ACTUALS													
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$1,774,785	\$4,910,225	\$2,058,920	\$1,928,832	\$1,469,358	\$393,810	\$6,975,992	\$4,687,855	(\$0)	\$1,480,844	\$1,613,931	\$57,380		
B. RECEIPTS															
Revenue Limit Sources															
Principal Apportionment	8010-8019	1,009,037	1,009,037	3,457,112	1,110,885	1,110,885	4,875,632	1,110,885	1,110,885	4,869,195	1,110,885	1,110,885	4,924,220	0	26,809,543
Property Taxes	8020-8079	102,691	250	0	37,745	383,972	5,760,122	173,751	4,103	61,757	4,139,697	117,641	406,779	0	11,188,508
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	2,361	0	44,827	11,420	0	77,803	0	0	875,939	35,080	1,052,906
Other State Revenue	8300-8599	0	0	229,727	1,284	368,145	704,031	0	-165,145	0	661,586	574,264	354,117	0	2,728,009
Other Local Revenue	8600-8799	92,886	269,818	236,512	319,205	292,448	325,390	264,679	114,212	550,703	303,531	511,621	842,114	-4,874	4,118,245
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	1,471,480	2,155,449	11,710,002	1,560,735	1,064,055	5,559,458	6,215,699	2,314,410	7,403,169	30,206	45,897,211
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	182,648	2,041,693	2,067,977	2,085,407	2,106,208	2,079,617	2,080,090	2,111,371	2,092,435	2,100,442	2,202,289	501,588	0	21,651,766
Classified Salaries	2000-2999	206,769	645,052	624,911	612,191	639,503	606,930	580,212	609,123	597,200	595,796	620,814	459,027	0	6,797,528
Employee Benefits	3000-3999	89,771	1,085,288	955,327	976,601	986,696	989,617	970,397	975,559	975,970	972,617	998,025	269,406	0	10,245,272
Books, Supplies	4000-4999	90,618	160,080	259,315	212,141	33,514	73,025	80,183	81,050	115,589	42,286	99,767	56,350	0	1,303,920
Services	5000-5999	68,310	394,233	627,849	484,132	273,034	266,075	442,632	315,855	180,766	486,644	161,789	334,990	0	4,036,309
Capital Outlay	6000-6599	0	128,993	0	0	0	0	0	0	0	0	0	1	0	128,994
Other Outgo - Excess Costs	7000-7499	1,162	16,052	2,091	36,691	37,841	9,577	11,697	25,885	2,385	-2,379	25,885	348,981	0	515,867
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	305,000	0	305,000
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	4,407,163	4,076,795	4,024,841	4,165,210	4,118,844	3,964,345	4,195,406	4,108,569	2,275,343	-1	44,984,657
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	10,382	256,130	209,445	305,249	95,357	136,254	67,429	313,785	67,441	67,441	67,441	67,441	0	1,663,795
Due From Other Funds	9310	-105,094			122,939										
Prepaid Expenditures	9330	78,960													
Accounts Payable	9500	-1,674,622	84,851	274,587	184,853	750,441	259,326	248,909	180,649	182,900	172,853	170,167	-370,648	0	464,266
Unearned Revenues	9650	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Loans from Other Funds (Fund 17)	9610	0	0	0	1,863,168	0	-1,498,558	0	0	-364,610	0	0	0	0	0
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	0	-2,127,500	0	-2,127,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		2,564,627	340,982	484,032	2,476,209	845,798	-1,102,978	316,338	-1,633,067	-114,269	-1,887,206	237,608	-303,207	0	2,128,061
E. NET INCREASE/DECREASE (B-C+D)		3,135,440	-2,851,306	-130,087	-459,474	-1,075,548	6,582,183	-2,288,137	-4,687,855	1,480,844	133,087	-1,556,551	4,824,619	30,207	3,040,615
F. ENDING CASH (A+E)		4,910,225	2,058,920	1,928,832	1,469,358	393,810	6,975,992	4,687,855	0	1,480,844	1,613,931	57,380	4,881,999	30,207	3,040,615
G. ENDING CASH, PLUS ACCRUALS														4,912,206	

OPUSD - Cashflow **Actuals thru Sept. 30, 2018**



*** NOTE:** **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,895,000.**
TRAN repayment included in Expense and Cash Balance lines: January \$2,447,500 and April \$2,447,500.

OPUSD - Cashflow without TRAN **Actuals thru Sept 30, 2018**



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,220,474	1,535,235	4,132,796	1,776,729	2,250,806	11,846,256	1,628,164	1,377,840	5,626,899	6,283,140	2,381,851	7,470,610
Expense + AP	2,313,900	4,386,541	4,262,884	4,222,310	3,326,354	3,765,515	3,916,301	3,938,195	3,781,445	4,022,553	3,938,402	2,645,991
Cash Balance	855,225	-1,996,080	-2,126,168	-2,585,642	-3,661,190	2,920,992	632,855	4,055,000	1,480,844	1,613,931	57,380	4,881,999

*** 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: OCTOBER 16, 2018

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 September 30, 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 Sept. 30, 2018

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management				-		-			
Measure S General Planning Services	250,734	-	250,734	157,983	92,751	152,983	5,000	In Planning	IN PROGRESS
Measure S- PM/CM Software, Equipment & Supplies	115,000	-	115,000	108,872	6,128	108,872	-	In Planning	IN PROGRESS
Measure S PM/CM Salaries	660,527	-	660,527	677,887	(17,360)	627,734	50,153	In Planning	IN PROGRESS
	1,026,261	-	1,026,261	944,742	81,519	889,589	55,153		
Brookside Elementary School				-		-			
17-32S Security Fencing	87,750	(41,450)	46,300	58,490	(12,190)	58,490	-	In Planning	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	35,220	784,077	112,872	671,205	70,063	42,809	In Design	IN PROGRESS
18-08S Emergency Water Line Repairs	15,000	-	15,000	10,447	4,553	-	10,447	Complete	NOC APPROVED 01/05/18
18-11S HVAC System Upgrade, BLDG 200 & 300	6,800	-	6,800	6,800	-	-	6,800	In Planning	IN PROGRESS
18-18S Classroom Replacement(4) Phase 1	3,654,000	-	3,654,000	249,160	3,404,840	90,062	159,098	In Design	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206	-	Out to Bid	IN PROGRESS
	4,540,407	(6,230)	4,534,177	464,975	4,069,201	245,821	219,154		
District Wide				-		-			
17-49S Security Badge System Upgrade	5,058	-	5,058	-	5,058	-	-	Complete	NOC APPROVED 11/21/17
17-01S Solar Project	7,000,000	92,900	7,092,900	7,094,891	(1,991)	7,092,920	1,971	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscp Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-12S Network File Server Refresh	125,000	-	125,000	-	125,000	-	-	Out to Bid	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	53,817	1,183	-	53,817	Out to Bid	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot	365,000	-	365,000	67,926	297,074	11,146	56,780	Out to Bid	IN PROGRESS
17-58S: Master Planning & Services	90,821	-	90,821	90,821	-	90,821	-	Complete	Plan Completed
18-28S Chromebook Refresh	250,000	-	250,000	-	250,000	-	-	Out to Bid	IN PROGRESS
	8,254,442	99,375	8,353,817	7,701,052	652,765	7,588,484	112,568		
Medea Creek & OPHS				-		-			
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	-	36,100	-	-	In Planning	IN PROGRESS
	36,100	-	36,100	-	36,100	-	-		
Medea Creek Middle School				-		-			
17-23S Roof Replacement	83,000	(22,684)	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	61,435	338,245	334,160	4,085	334,174	(14)	Complete	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	1,506,394	1,391,359	115,035	610,322	781,037	Construction	Waisman Construction Awarded 6-11-18
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Close-Out	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,373,250	-	4,373,250	293,490	4,079,760	195,251	98,239	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	147,327	12,808	42,656	104,671	In Close-Out	NOC APPROVED 08/12/18
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	18,743	18,362	In Construction	IN PROGRESS
	6,521,214	43,693	6,564,907	2,343,325	4,221,583	1,341,029	1,002,295		
Multiple Sites				-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	46,257	1,863	Complete	NOC APPROVED 02/01/18
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	13,473	1,197	In Close-Out	CLOSEOUT
18-26S Collaborative Furniture	200,000	-	200,000	183,497	16,503	117,835	65,662	Out to Bid	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,302	5,198	25,917	386	Out to Bid	IN PROGRESS
18-38S Extended Care Facility Furniture & Equipment	100,000	-	100,000	-	100,000	-	-	In Construction	IN PROGRESS
	381,169	1,532	382,701	272,589	110,113	203,481	69,107		
Oak Hills Elementary School				-		-			
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,859	5,978	133,860	(1)	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17



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

Budget vs. Commitments and Expenditures
thru Sept. 30, 2018

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-19S Modernize Admin & Core Support Facilities	2,873,122	-	2,873,122	325,690	2,547,432	14,646	311,044	In Design	IN PROGRESS
	3,081,311	(4,507)	3,076,803	523,394	2,553,410	212,351	311,043		
Oak Park High School					-		-		
17-34S Security Lighting at Cul De Sac	375,000	(93,728)	281,272	283,134	(1,862)	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing	249,060	(50,226)	198,834	198,836	(2)	175,028	23,808	Complete	NOC APPROVED 05/17/18
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	53,552	2,819	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,885	-	40,713	2,173	Complete	NOC APPROVED 05/17/18
18-24S Safety Security Fencing	52,800	-	52,800	50,670	2,130	29,177	21,494	Complete	NOC APPROVED 08/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	-	20,650	20,650	-	20,650	-	Complete	NOC APPROVED 08/12/18
	1,047,984	(218,347)	829,637	804,479	25,158	754,187	50,293		
Red Oak Elementary School					-		-		
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-09S Emergency Fire Line Repairs	15,000	-	15,000	15,191	(191)	15,191	-	Complete	NOC APPROVED 01/05/18
18-20S Modular Classroom Replacement	4,831,782	-	4,831,782	309,860	4,521,922	4,272	305,588	In Design	IN PROGRESS
	4,862,182	(1,540)	4,860,642	338,911	4,521,731	33,323	305,588		
Totals	29,751,070	(86,024)	29,665,046	13,393,467	16,271,579	11,268,266	2,125,201		

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIN VRANESH, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: OCTOBER 16, 2018
SUBJECT: X.1. MONTHLY BOARD REPORT

INFORMATION

Luc Bodden Day

During the month of September, Brookside honored Luc Bodden at an assembly on September 14th. Our Student Council read the Luc Strong pledge to honor Luc and during lunchtime, our students pledged to be Luc Strong by writing their names on a blue heart. We created a “We Pledge to be Luc Strong” wall in our MPR in remembrance of Luc. We were honored when Luc’s family stopped by and we got to share our tribute with them.



Growth Mindset

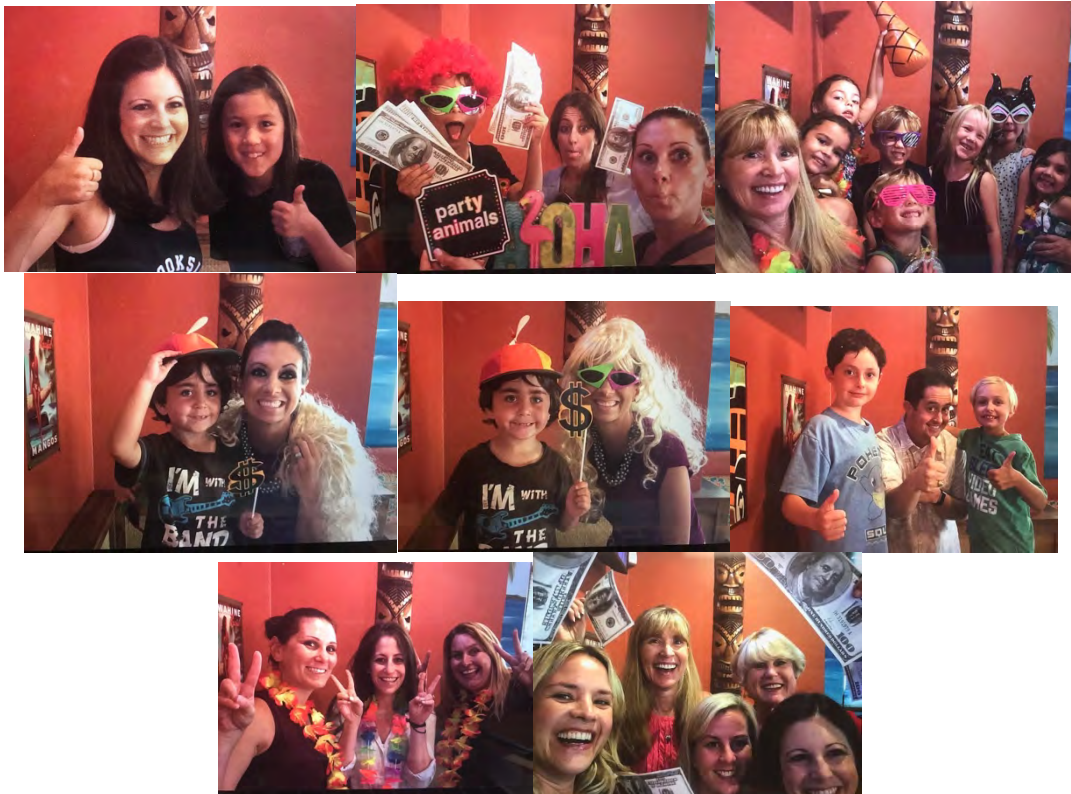
At Brookside, we strive to have a growth mindset in every new challenge that we face. We continue to encourage students to believe in themselves and be mindful about their efforts each and every day through bucketfilling and spreading kindness. We have designated every Friday, HIGH FIVE FRIDAY where students and staff can be found giving high fives and filling buckets to kick off the day!

"A growth mindset is a belief that we can get smarter through hard work and practice. This means that struggling with something difficult doesn't mean you're not smart – it's a chance to grow your intelligence. Growth mindset is all about trying hard, using good strategies, and getting the help you need."-Carol Dweck, Stanford University

I have a **GROWTH**
MINDSET.
I am in charge of how smart I am because
I can **GROW** my **BRAIN**
like a muscle by learning hard things.
I can achieve
ANYTHING
with **EFFORT** and
RIGHT STRATEGIES.
And when I fail or make a mistake,
it is a **GREAT** thing, because
I can **LEARN** from them and
I GET BETTER!

Restaurant Night Out Hosted by Fire Island Grill

Brookside's fabulous PTA organized a Restaurant Night Out for our Tiger Families to enjoy! We had a wonderful turnout of families and staff who helped to support the incredible work that our PTA does for our school!



Santa Cruz Island

To end the month, our Fifth Grade classes visited Santa Cruz Island. In preparation for their adventure they learned about the animal life on the island with a visit from the Friends of Fox program. Here are some pictures from their incredible experience!



Teambuilding

Team Brookside continues to strive to work together as a team in all that we do! Our Helping Hand Trophy travels around each month to a different staff member. This month our Math and Literacy Aides presented the award to our AMAZING custodial staff, Oscar and Elba!

"Unity is strength....when there is teamwork and collaboration, wonderful things can be achieved." -Mattie Stepanek



Our Student Council will be kicking off October with Socktober

It may be October to everyone else, but here at Brookside- it's SOCKTOBER!!!!

As winter approaches, there is nothing better than a place to live and warm socks on your feet. Brookside Tigers want to help those in need by donating a pair of new socks! We can help make a huge difference in the lives of our neighbors who are homeless. Brand new socks of all sizes are needed. The collection box is in front of the school office. Thank you! We are encouraging families to join in and donate socks today!

Friday, 10/5, is "SOCKTOBERFEST" at Brookside! All students and staff are invited to wear crazy socks to school. We will be celebrating our sock collection! Be sure to wear crazy socks so you can participate in our dance-a-thon at the assembly!

Brookstriders

BrookStriders run/walk program is a great opportunity to get children moving and exercising in the morning! Every Wednesday and Friday at 7:45 A.M. students can come to the field to run, walk or jog. Parents are welcome to join! Studies have shown that exercise in the morning increases blood flow and learning capabilities throughout the day! A special shout out to the PTA for sponsoring such a successful program! The program starts Wednesday, October 3rd.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL
DATE: OCTOBER 16, 2018
SUBJECT: X.2. MONTHLY BOARD REPORT

INFORMATION

Reading Workshop Implementation

We are extremely grateful that the OPEF has agreed to fund two specially trained staff to assist at each grade level by working directly with students on reading (Readers Workshop) and maths. Applicants were paper screened, and two rounds of interviews were held with a panel of teachers, principals, and district leadership. Oak Hills had a total of nine positions to fill, including one upper grade position to be funded by PTA. Seven staff members were hired last week for Oak Hills. Training began yesterday in the area of math, put on by VCOE trainers. New staff found the training to be very meaningful and helpful. The new staff are scheduled to begin October 12th. Additional training is scheduled for October 15th (non-student day) in Reading Workshop. This training will be led by the staff developers from Columbia University's TCRWP who have proven to be very effective when working with our teaching staff

Oak Hills Dance-A-Thon

The Oak Hills PTA is in the midst of our Dance-A-Thon fundraiser. The students were treated to a kick-off assembly explaining how this event works. Our amazing parent volunteers have choreographed a new dance that all the students are learning and preparing to perform together.

Facilities – Measure S

Our staff and parent leaders have been waking the campus and looking over plans trying to envision the possibilities. The consensus is that the proposed improvements to the health office, kitchen, and workroom are necessary in order for these areas to function well. The health office will have an adequately sized ADA accessible restroom, the workroom will no longer be in the same space as the staff room, and the kitchen will now have the capacity to prepare food on-site. The remaining challenges are how to address the undersized MPR without significantly expanding the footprint of the building, and how to create a learning space out of the existing library and computer lab the meet the way these spaces are used now and in the future. A committee of parents and staff will continue to evaluate all options. This continues to be an exciting and creative process.

Run Club

Oak Hills Run Club is up and running once again. Students, and several parents, meet before school every Wednesday and Friday, weather permitting. This continues to be a great way for our students and many family members to start the day. The mileage run by each student is carefully tracked and student earn recognition for achieving certain milestones. We are very grateful to Jamie Niebergall and our PTA for organizing this program.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: STACY LAFRENZ, PRINCIPAL, RED OAK ELEMENTARY SCHOOL

DATE: OCTOBER 18, 2018

SUBJECT: X.3. MONTHLY BOARD REPORT

INFORMATION

Beginning of School Year

We held our Back to School Night on Wednesday, August 22nd. There was a large turnout this year with a packed house in our MPR for the parent meeting. For the classroom visits, very happy parents, excited to hear about their child's school year, filled every seat.

School Tours

Each month on the 3rd Thursday of the month we hold a school tour. Our first tour in September we were able to host 15 parents as we proudly toured our campus, explaining our highlights to our program and answering questions. Our next parent tour will be on October 18th at 9am with 10 families already signed up to attend.

Architect's Meeting

Red Oak is very excited for the new direction we are taking with our Measure S spending and looking forward to our Phase 1 beginning Winter/Spring 2019. At this point, we are looking at a two-story, 7 classroom structure complete with sliding doors and outdoor classrooms. Then we will make way for removal of our "D" portable classrooms and a revamped playground. We are very excited to work with the landscape architects on our new playground.

Reading Celebrations

Our Kindergarten and our Second Graders have already completed their first units in Reading Workshop and proudly celebrated their success! Our second graders had a shared reading event in our MPR and our 100 Kinders paraded around our entire campus, being cheered on by all of our students and staff. Both were wonderful celebrations of their achievements in reading.

Exciting Times at ROES

Our fabulous PFA has generously voted on spending some money on campus beautification at ROES as well as answering specific requests to increase our sports equipment and recess playground equipment. New outdoor learning tables, shade, and tables for our library are also on our list. It's an exciting time here at Red Oak!

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: OCTOBER 16, 2018
SUBJECT: X.4. MONTHLY SCHOOL REPORT

INFORMATION

MCMS School Tour, October 9th and 23rd: School tours begin at 9:00 a.m. in the Main Office.

Internet Safety Assembly for 6th grade October 10: As part of the Chromebook 1 to 1 roll-out and a needed focus on using the internet and, specifically, social media responsibly, Lori Getz will share her expertise, enthusiasm and interest in educating youth on navigating their digital lives.

Astrocamp Information Night: October 11th at 6:00 p.m.in the Gym: Parent/student information night about the upcoming trip.

MCMS Goes to Mt. SAC October 12th: Many thanks to our Steve White for coordinating 6th-8th graders to compete in this year's event. Good Luck, everyone!

Great California Shake-Out Drill October 18th: The MCMS campus community will review Emergency Procedures during this State-wide event.

Exceptional Panthers October 17th 7:45 a.m.: Staff nominated students are recognized for going above and beyond and/or demonstrating positive character or leadership, as examples.

8th Grade Football Intermural October 17th@ 3:00: MCMS vs. Lindero at Lindero Middle School. Thanks to coaches Casey Webb and Mark Jacobs.

Catalina Information Night: October 18th at: 6:00 in the Gym: Parent information night about the upcoming trip.

Astrocamp Curricular Trip October 24-October 26th: 8th graders are led by Amanda Bagheri, Brittany Ulloa and counselor Rob Sitomer --and assisted by parent chaperones-- as they explore physical science in the mountains of Idyllwild.

Catalina Curricular Trip October 29-31st: Over 300 7th graders will enjoy three days and two nights on the island, exploring and interacting with the marine environment in the company of friends, teachers and parents.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: OCTOBER 16, 2018
SUBJECT: X.5. MONTHLY BOARD REPORT

INFORMATION

HOMECOMING ACTIVITIES



ASB is in the process of preparing for the Homecoming rally and halftime events. The OPHS football team will play Brentwood High and the half-time activities will include the crowning of the homecoming royalty. This year, the theme is “The Roaring Twenties”. On Saturday evening in the gym, the homecoming dance will be held for approximately 500 students. We are expecting all these events to go off without a hitch and without any incidents.



CLUB WEEK

Club week was held in the Pavilion and the students were out in force with a total of 68 on-campus clubs ranging from the American Heart Association to the Young Social Activists.



NATIONAL MERIT SCHOLARSHIP PROGRAM

Seven OPHS seniors have been selected as Semi-finalists for the 2018 National Merit Scholarship Program. In addition to these semi-finalists, 27 students were also recognized as National Merit Commended Scholars. Semi-finalists represent the top 1% of each state’s high school seniors, and Commended Scholars the top 3%. Pictured left to right, Joyce Forster, Wayne Xiao, Vinay Pillai, Andrew Wells, Jonathan Vu, Grace Ma, and Sravya Gadepalli

COLLEGE KNOWLEDGE NIGHT

This year Oak Park High School is hosting an evening of workshops ranging from financial aid and essay writing, to the application process of public and private colleges and universities for parents and students from all local schools at on October 2th. College Knowledge Night is a collaborative effort of the Parent Faculty Associations of Agoura, Oak Park, and Calabasas High Schools.

OPHS MAC REPRESENTATIVE

Again, this year, the MAC student representative was added to the ASB election process and was elected based on his or her understanding of school and community issues and a commitment to improvement on both fronts. Hannah Gates was elected and attended the September 25th MAC meeting.

WASC FOCUS ON LEARNING SELF STUDY AND ACCREDITATION VISIT

OPHS is in the third year of our new six-year accreditation cycle with a mid-cycle one-day visit scheduled for March 12, 2019. We are well into the process of implementing our action plan and have already completed many of the tasks outlined in the action plan. We are drafting our Mid-Cycle Progress Report, which will be presented to the OPHS Site Council, OPHS Leadership and subsequently to the OPUSD Governing Board at the January 15 board meeting.



SAFE SCHOOL AMBASSADORS

OPHS Safe School Ambassadors held their annual Kick-Off event on September 5th, and proved to be a very positive start to this year’s program. SSA is a nationwide bystander education program that harnesses the power of students to prevent and stop bullying and violence.

SCHOOL SAFETY



We have focused our attention this October on school safety with several activities including a full review of our safety and disaster procedures. OPHS will participate in the Great Shake Out on October 18. The Principal's message this month outlines our various emergency preparedness measures and procedures.

FALL DRAMA PRODUCTION

Opening October 11-13 and under the direction of Mr. Allan Hunt and produced Mr. Russ Peters and the Oak Park Performing Alliance (OPPAA) our students are well into rehearsals for our fall production of A.R. Gurney's Pulitzer finalist play, *The Dining Room*. The play is set in the dining room of a typical well-to-do household, the place where the family assembled daily for breakfast and dinner and for any and all special occasions. "The action is a mosaic of interrelated scenes—some funny, some touching, some rueful—which, taken together, create an in-depth portrait of a vanishing species: the upper-middle-class WASP." (Playbill)



FRESHMAN COUNSELING

Beginning on October 17 and running through November 7 at 3:00 pm in room G-9, freshmen parents and students are invited to attend presentations, which address the following topics:

- High school graduation requirements
- UC/CSU "a-g" requirements
- College entrance exams
- Effective study skills
- Support, resources and Naviance information



MUSIC AT THE MOVIES

On Friday November 2 at 7:00 pm in the Oak Park High School pavilion, Oak Park instrumental music presents a movie pops concert featuring music and visuals from your favorite movies including original animation from OPHS art students. Must see!

CAP & GOWN COLOR CHANGE

In alignment with this year's OPHS gender neutral Dress Code revision, a proposal has been presented to OPHS Leadership Team, School Site Council, and Associated Student Body (ASB) to change our graduation gowns to a single color to avoid using garments to identify gender. All three leadership groups agreed with the change, so beginning with the Class of 2019, the graduates will wear the black gowns with the gold trim and the embroidered OPHS emblem. There is no fiscal impact associated with this change.



ATHLETICS

At the time of writing this report, Girls Volleyball Team is 6-1 in Coastal Canyon league play. Football is unbeaten at home. Girls Tennis is 10-3 overall. Cross Country girls' team is a dominant 5-0 in league. Coach David Naylor has been hired to take over the boys' soccer program, and Elizabeth Gentile is our new Dance Team coach. Coach Dick Billingsley received a Champions of Character Award at the CIF banquet on September 24th. Go Eagles!

UNIVERSITY of CALIFORNIA a-g SUBMISSIONS

This year, OPHS staff made a concerted effort to submit and receive UC Certification for several courses prior to the September 15th deadline. Most notable is Foundations of Science, which received a full-year of Lab Science approval. Also, receiving certification this year is ASB Leadership Class, ASL 3 Honors, Engineering Design Honors, Mechatronics Engineering Honors, Aerospace Engineering Honors, Digital Engineering Honors, Health, Strings Orchestra Honors, Athletic Training 1 & 2, Web Design, and Game Theory. Most of these certifications are retroactive for prior years. The submission cycle is closed until February 2019, but we are already assembling our

list of submissions for next year. Our sincere thanks and congratulations go out to all the teachers who submitted their courses for this important college admissions certification.

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: OCTOBER 16, 2018
SUBJECT: X.6. MONTHLY BOARD REPORT

INFORMATION



WASC

The OPIS team is continuing to work diligently on our WASC report. Christine Brown has attended each of our staff meetings and worked with us on areas of focus for the visit and the report itself. At our last meeting we collaborated on and reviewed the students writing samples that the teachers had assigned and collected from students at all grade levels. The purpose of that activity was to discuss how we align and evaluate expectations for our students at all grade levels. We also discussed how to address interventions for students who need additional supports. Overall, it was a very productive activity and the staff benefited from it. Our next area of focus will be curriculum development strategies that allow flexibility for the different types of independent learners and remain equally rigorous and challenging.

WORKSHOPS AND LABS

The OPIS labs and workshops are up and running. From math tutoring labs and Science wet labs to writer's workshop, the OPIS students have many opportunities to shore up their skills. To take a look at our lab and workshop schedule, click on the link. <https://www.oakparkusd.org/domain/1085> Feel free to stop by and visit a lab or just to say hi. The teachers would love it!



Field Trips

Oak View students visited the Long Beach Aquarium on Monday September 24th. The students were excited about this opportunity and they learned about the oceanic eco-system. A teacher from the aquarium taught our students a lesson about sustainable fishing and how we, as consumers, can influence the direction of the fishing industry. Oak View teachers also created lessons which incorporated parts of the field trip into their subject matter. It was a great day.

On October 10th, we will be taking a field trip to Anacapa Islands. On that trip, students will learn about the island eco-system and actually contribute to the sustainability of the island by planting native species of plants and removing invasive species of plants. More to come on that trip...

Pancake Breakfast

The Oak View Staff cooked up a pancake breakfast for our students on Friday September 14th. We wanted to show how much we appreciated the students and also wanted to give them an opportunity to taste some of our fine cooking! We offered them gluten and sugar free options as well as healthy fruits and juices. The students and staff had a blast and enjoyed each other's company. We are planning on doing this monthly in the future.

Credit Check Assembly

As the 1st quarter wraps up, the Oak View staff wants to make sure that the students are keeping track of their progress. One of the traditions at Oak View is to hold an assembly to acknowledge the hard work that all of the students have accomplished. We met in Ms. Allen's room and handed out awards to the top three students who had earned the most credits for the previous quarter. After the awards, all of the students were then given a magnet with a picture of their face on it. They then placed the magnet in the appropriate spot, according to credits earned, on the "Road to Graduation" map on the wall. It was a great assembly and the students felt their hard work was being noticed. These are the types of things that make Oak View special. If you get a chance, stop by and take a look at the map!

Respectfully Submitted,

Anthony W. Knight Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL
DATE: OCTOBER 16, 2018
SUBJECT: X.7. MONTHLY BOARD REPORT

INFORMATION

The children have settled into the routines of the day and we began Community Day. Community Day is when both classrooms meet in one room for the morning meeting. After the meeting, the children are able to choose where they want work. We typically have a special activity in each room and an outdoor activity. This is a highlight of the week for the children as they apply their growing independence in choosing where to work and moving back and forth between the classrooms.

We also have a beautiful patio umbrella, donated by our Parent Advisory Board. The umbrella provides wonderful shade for our water table and makes it usable during these hot school days.



We have started two Little Fox Yoga sessions for enrichment: Tuesdays from 1:00 to 2:00 pm and another session on Wednesdays from 1:00 to 2:00 pm. We all (including the yoga instructor) have been surprised by the interest in these classes. We have 15 children attending on Tuesdays and 9 attending on Wednesdays.

We are also beginning a Triple P parenting group sponsored by First 5 and Interface Children and Family Services. The group is offered free of charge and is open to all parents. I am hoping for a full class.

Please feel free to come by any time. I would love to show you our school.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent