

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #965

DATE: September 17, 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](http://www.opusd.org)

9/14/2018

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](mailto: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, October 16, 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 #965  
September 17, 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. 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

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Presentation of Partners in Education Award to Ryan Rosen
2. Remarks from Board Members
3. Remarks from Superintendent
4. Report from Student Board Member

5. Report from Oak Park Education Foundation

**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 August 21, 2018](#)
- b. [Approve Overnight Trip for Oak Park High School Girls' Soccer Team - Dec. 7-9, 2018 – Ventura, CA](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- c. [Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp October 24-26, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- d. [Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina – October 29 - 31, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Medea Creek Middle School 6<sup>th</sup> Grade to Pali Institute– November 28 - 30, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- 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](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- g. [Approve Out of State Travel for Certificated Employees to Attend the Teacher's College Fall Institute - Columbia University, NY – October 24-27, 2018](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- h. [Approve Expulsion in Abovance for Student #01-18-19](#)  
*Board approval required for Expulsion*
- i. [Approve Contract for Non-Public School Placement for Special Education Student #01-18/19 - \\$28,288.00](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- j. [Approve Contract for Non-Public School Placement for Special Education Student #02-18/19 – \\$32,987.00](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- k. [Approve Contract for Non-Public School Placement for Special Education Student #03-18/19 – \\$137,957.06](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- l. [Approve Contract for Non-Public Agency Services for Special Education Student #04-18/19 – \\$58,840.80](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- m. [Approve Contract for Non-Public Agency Services for Special Education Student #05-18/19 – \\$12,097.61](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- n. [Approve Resolution #18-20, Establishing the GANN Appropriation Limit for Fiscal Years 2017-2018 and 2018-2019](#)  
*Constitutional requirement for Board approval establishing appropriations limit*
- o. [Approve 2018-19 Agreement for Legal Services with Fagen Friedman & Fulfroft](#)  
*Board Policy 3312 requires Board approval for contracts for services*

- p. [Approve 2018-19 Transportation Agreement with Tumbleweed Transportation](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- q. [Approve Purchase Orders – August 1 - August 31, 2018](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*

## **ACTION**

### **2. BUSINESS SERVICES**

- a. [Approve District of Choice Reporting Requirement](#)  
*Board Approval required for District of Choice Reporting Requirements Program*
- b. [Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2017-18](#)  
*Board is asked to review Unaudited Actual Revenues and Expenditures*
- c. [Approve Updated 2018-19 General Fund Operating Budget](#)  
*Board approval required for updates to the adopted school district budget*
- d. [Authorize Use of Measure S Bond Funds, Project 18-38S, for Extended Care Facility Furniture and Equipment Acquisition](#)  
*Board approval required for projects funded by Measure S Bond fund*
- 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](#)  
*AB 1565 requires all General Contractors and M/E/P Subcontractors be prequalified per Public Contract Code 20111.6*
- f. [Approve Disposal of Obsolete Personal Property – Technology Equipment](#)  
*Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment and property*
- g. [Authorize and Award Contracts for Project 18-39S, EV Charging Station at Medea Creek Middle School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- h. [Approve Acceptance of Donations](#)  
*Board Policy 3290 requires Board approval for donations to the District or District Schools*

### **3. HUMAN RESOURCES**

- a. [Public Employee/Employment Changes CL23884-CL23935 & 01CE08966-01CE09010](#)  
*Board approval required for approval of new employment or changes to employment status*
- b. [Approve Annual Teacher Assignment Report](#)  
*Under provisions of SB 435, Board approval required for Annual Teacher Assignment Report*

### **4. CURRICULUM AND INSTRUCTION**

- a. [Public Hearing and Approval of Resolution #18-22, Regarding Sufficiency of Textbooks and Instructional Materials for 2018-2019](#)  
*Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding for mandated costs*
- b. [Approve Additional Textbook for Oak View High School's Nature Based Program](#)  
*Board approval required for new textbooks*
- c. [Approve Consultant Agreement for School Gardens Program 2018-19](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- d. [Approve Staff Development Agreement with Teachers College Reading and Writing Project 2018-19](#)  
*Board Policy 3312 requires Board approval for contracts for services*

## **5. BOARD POLICIES**

- a. **[Approve Amendment of Board Policy 3514 – Hazardous Substances - First Reading](#)**  
*Board Policy updated to reflect legal requirements regarding toxic art and craft supplies, formerly in BP 6161.3 - Toxic Art Supplies.*
- b. **[Approve Amendment of Board Policy 5145.9 – Hate Motivated Behavior - First Reading](#)**  
*Board Policy updated to define hate-motivated behavior and expand material related to collaboration, staff training, and enforcement of rules regarding student conduct. Policy also provides for the use of uniform complaint procedures when the behavior is determined to be based on unlawful discrimination.*
- c. **[Approve Deletion of Board Policy 6161.3 – Toxic Art Supplies - First Reading](#)**  
*Board Policy deleted and key concepts incorporated into BP 3514.1 - Hazardous Substances.*
- d. **[Approve Amendment to Board Policy 6162.5 – Student Assessment - First Reading](#)**  
*Board Policy updated to reflect NEW LAW (AB 1035) which addresses the use and purpose of interim and formative assessments that are part of the California Assessment of Student Performance and Progress, prohibits their use for high-stakes purposes as defined, and requires that teachers who administer the assessments have access to all pertinent functions and information.*
- e. **[Approve Amendment to Board Bylaw 9270 – Conflict of Interest - First Reading](#)**  
*Board Bylaw reorganized and updated to reflect requirement to submit the conflict of interest code to the code reviewing body (i.e., county board of supervisors or Fair Political Practices Commission, as appropriate) by the deadline established by the code reviewing body. Exhibit A is being revised – Designated Positions to reflect current positions in the District.*
- f. **[Approve Amendment to Board Bylaw 9310 –Board Policies - First Reading](#)**  
*Bylaw updated to address alignment of board policies with the district's vision, goals, and local control and accountability plan and add the concept of proactively addressing equity and equal access in board policies. Material rearranged to emphasize that policies are not operative if in conflict with applicable federal or state law or regulations or court decisions.*

## **VII INFORMATION ITEMS**

1. **[Monthly Measure S Project Status Report](#)**

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

There being no further business before this Board, the meeting is declare 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](#)**

**MINUTES OF REGULAR BOARD MEETING      8-21-18      #964**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 5:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

Ms. Denise Helfstein, Vice President

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

**A. SUPERINTENDENT'S GOALS**

**B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**C. PUBLIC EMPLOYEE EMPLOYMENT :** Walk on Coach JV Girls Soccer, Walk on Coach Football, Student Intern IT Department, Department Clerk MCMS, Instructional Assistant II Sp Ed Subs, Instructional Assistants II Sp Ed, Social Emotional Specialist, Club Oak Park Site Leaders, Instructional Assistant 1 DK(ROES), Campus Supervisor, Club Oak Park Student Interns, Instructional Assistant II – Extended Care, Teacher Sp Ed, Secondary Temp Teacher Math/Science, Elementary Temp Teachers, Extended School Year(ESY) Teacher Preschool, ESY Teacher Elementary, ESY Teacher Secondary, ESY Administrator

**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 5:06 pm.

Board Member, Denise Helfstein joined the meeting at 5:16 pm

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 6:09 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**

Stew McGugan led the Pledge of Allegiance to the Flag.

## **REPORT ON CLOSED SESSION**

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

## **ADOPTION OF AGENDA**

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

## **PUBLIC SPEAKERS**

Arina Goldring Ravin, addressed the Board to convey her appreciation for Dr. Knight's great leadership and communication to the parents about the district.

## **REPORT FROM BOARD MEMBERS**

Board Member Barbara Laifman wished everyone a fun, fulfilling, and productive year.

Board Member Denise Helfstein reported that she toured the campuses on the first day of school with Dr. Knight, Dr. Jay Greenlinger, and Board Member Allen Rosen. Denise thanked the staff for a wonderful opening and for all their hard work to get everything ready for the school year. Mrs. Helfstein attended the Oak Hills and Brookside Elementary Schools Back to School Nights.

Allen Rosen, reported that he attended the Oak Park MAC meeting.

Board Member Drew Hazelton reported that he attended the Brookside Back to School Night and acknowledged the great roll out of the 1-to-1 Chromebook program at Medea. Mr. Hazelton also commended Mr. Stew McGugan for working on the transportation program and Mrs. Sara Ahl getting the Club Oak Park, Extended Care Program off the ground.

Board Member Derek Ross welcomed everyone to a new school year. Mr. Ross reported that he and Mr. Stew McGugan attended the traffic study along with Supervisor Parks, the Agoura City Mayor, and Las Virgenes staff and Board members. Mr. Ross also attended the Rancho Simi Recreation and Park District Committee meeting.

Superintendent Dr. Tony Knight reported that the first week of school was very hectic. Three new principals this year were hired and have started this fall. Dr. Knight toured all the schools on the first day of school. and Back to School nights at the schools. Dr. Knight reported that the Club Oak Park, Extended Care Program started the first week of school with 700 students. He acknowledged Mr. Stew McGugan on exploring and pursuing possible bus transportation for out of district students. He also commended Dr. Greenlinger on the various teacher trainings held over the summer. Dr. Knight also acknowledged Dr. Heilbron on the hiring teachers and other personnel were acknowledged. Dr. Knight encouraged everyone to read Wishtree, which is the book chosen for the community book talk

Board President, Derek Ross introduced new Student Board Member Gavin Cornick. Gavin reported that the First rally will be on October 5, 2018 and the club week is going to be held next week.

#### **REPORT FROM OAK PARK EDUCATION FOUNDATION**

Brandon McFadden, Oak Park Education Foundation Board Chairman reported that the foundation voted to fund two program aides per grade level in grades K-3, per school for a total of 24 aides at the cost of \$250,000 per year. The aides will be a support for Reading and Writing Workshop and math. OPEF also voted to fund a full-time counselor at MCMS starting on January 1, 2019 and allocated \$25,000 to OPHS to support STEAM initiatives.

#### **REPORT FROM OAK PARK MUNICIPAL ADVISORY COMMITTEE**

Jane Nye MAC member and the liaison for the Oak Park Unified School District reported there was no August meeting. Ms. Nye provided a report on topics the MAC is considering such as the landscaping, the use of Roundup, and the Volunteers in Policing (VIP) service (expected to start shortly with a focus around OP schools).

#### **B.1. CONSENT AGENDA**

Student Board Member, Gavin Cornick cast a preferential vote to approve the consent Agenda. On motion of Barbara Laifman, 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 June 12, 2018 and Special Board Meeting – Board Retreat July 22, 2018](#)
- b. [Public Employee/Employment Changes CL23796-CL23883 & 01CE08865-01CE08965](#)
- c. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Sep. 21-23, 2018 – Long Beach, CA](#)
- d. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Oct. 12-13, 2018 – Fullerton, CA](#)
- e. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 24-27, 2018, January 23-26, 2019 and April 10-13, 2019 – Malibu, CA](#)
- f. [Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs](#)
- g. [Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minneapolis, MN – October 22-26, 2018](#)
- h. [Approve Out of State Travel for Certificated Employees to Attend the Teacher’s College at Columbia University, NY – October 14-16, 2018](#)
- i. [Approve Out of State Travel for Certificated Employee to attend the National Council of Teachers of English Conference, Houston, TX – November 14-18, 2018](#)
- j. [Approve Quarterly Report on Williams Uniform Complaints – July 2018](#)
- k. [Certify 2017-18 Annual Attendance Report](#)
- l. [Approve Change Order No. 1 \(Deductive\), Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School](#)
- m. [Approval of Consultant Agreement for FCC E-Rate Program Application and Audit Services](#)
- n. [Approve Notice of Completion, Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School](#)
- o. [Approve Notice of Completion, Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade](#)
- p. [Approve Notice of Completion, Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems](#)
- q. [Approve Notice of Completion, Measure S Project 18-24S, Security Fencing for](#)

**Southeast Campus Perimeter at Oak Park High School**

- r. **Approve Notice of Completion, Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School**
- s. **Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books**

**B.2. BUSINESS SERVICES**

- a. **Update on Project 18-14F, Grade 6 1-to-1 Chromebook Pilot Program**

The Board heard an update about the 1-1 Chromebook program from Mr. Enoch Kwok, Director of Technology.

- b. **Ratify Award of Measure S Purchase Contract(s), Project 18-12S, District Network File Sever Refresh**

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education ratified Award of Measure S Purchase Contract(s), Project 18-12S, District Network File Sever Refresh Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- c. **Ratify Award of Measure R Construction Contracts, Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education ratified Award of Measure R Construction Contracts, Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Building. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member Gavin Cornick cast a preferential vote in favor.

- d. **Approve Notice of Completion, Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Notice of Completion, Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- e. **Ratify Award of Measure R Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education ratified Award of Measure S Purchase Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- f. **Approve Use of Measure S Bond Funds: Purchase of Bidder Prequalification Software for Compliance with State School Facility Program Modernization Matching Fund Requirements**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Use of Measure S Bond Funds: Purchase of Bidder Prequalification Software for Compliance with State School Facility Program Modernization Matching Fund Requirements. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- g. **Approve Amendment to Architectural Services Agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Amendment to Architectural Services Agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

**h. Approve Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

**i. Approve Updated 2018-19 General Fund Operating Budget**

Student Board Member, Gavin Cornick left the meeting at 7:45 pm.

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Stipends for 2018-2019 school year and the General Fund Operating Budget with the stipulation to bring back a revised budget at the Board's regular September 2018 board meeting which would include an accurate amount of funding provided by OPEF for the 24 K-3 classroom aids, one middle school counselor starting on Jan 1, 2019 and \$25,000 for STEAM initiatives at OPHS. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**j. Approve Spending Plan for 2018-19 Education Protection Account Funds**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved. Spending Plan for 2018-19 Education Protection Account Funds. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**k. Ratify Award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education ratified Award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**l. Approve Transportation Services Agreement with Student Transportation of America**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Transportation Services Agreement with Student Transportation of America. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**m. Approve Student Transportation Fee Schedule for 2018-19**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Student Transportation Fee Schedule for 2018-19, with the provision that the proposed fee for students utilizing the bus transportation would be between \$290 to \$315 per month depending on the number of students who participate. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**n. Approve Purchase Orders – July 1 – 31, 2018**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Purchase Orders – July 1 – 31, 2018. Board Member Barbara Laifman recused herself from purchase orders P19-00041-42 due to a remote interest on account of her being an employee of CSBA. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.3. HUMAN RESOURCES**

**a. Approve Authorization to Employ an Administrative Consultant**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the authorization to Employ an Administrative Consultant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Approve Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the authorization to Employ an Administrative Consultant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

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

- Board President, Derek Ross opened the Public Hearing at 8:14 pm. No comments, Public hearing was closed 8:14 pm. On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- d. [Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association](#)  
Board President, Derek Ross opened the Public Hearing at 8:15 pm. No comments, Public hearing was closed 8:15 pm. On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- e. [Approve 2018-2019 Declaration of Need for Fully Qualified Educators](#)  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the 2018-2019 Declaration of Need for Fully Qualified Educators. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- f. [Approve Accounting Assistant 1 Position and Updated Job Description](#)  
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Accounting Assistant 1 Position and Updated Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- g. [Approve Student Support and School Safety - Department Secretary Position and Job Description](#)  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Student Support and School Safety - Department Secretary Position and Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- h. [Authorization to Establish a Classified Position of Assistant Site Leader, Extended Care Program and the Associated Job Description and Salary Schedule](#)  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the establishment of a Classified Position of Assistant Site Leader, Extended Care Program and the Associated Job Description and Salary Schedule. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- i. [Authorization to Establish a Classified Position of Instructional Assistant I – Literacy and Numeracy Support and Job Description](#)  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the establishment of a Classified Position of Instructional Assistant I – Literacy and Numeracy Support and Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

#### **B.4. BOARD**

- a. [Approve Proposed Board Meeting Schedule for the 2018-2019 School Year](#)  
On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Proposed Board Meeting Schedule for the 2018-2019 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- b. [Approve Board Goals for 2018-2019](#)  
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Board Goals for the 2018-2019 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- c. [Approve Revised 2018 Governance Handbook](#)  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the 2018 Governance Handbook with the addition of reporting on Safe Kids Task Force data to the Governance Calendar. Motion carried Aye: Hazelton, Helfstein, Laifman,

Rosen, Ross. No – 0

**d. Review, Amend, and Approve 2018-2019 Moral Imperatives, Goals, and Action Plans**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the 2018-2019 Moral Imperatives, Goals, and Action Plans with the suggested changes to the action plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**5. BOARD POLICIES**

**a. Adopt Board Policy and Administrative Regulation 3250 – Transportation Fees - First Reading**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 3250 – Transportation Fees – First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Adopt Board Policy and Administrative Regulation 3540 – Transportation - First Reading**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation 3540 – Transportation - First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. Approve Amendment to Board Policy 4111/4211/4311 – Recruitment and Selection - First Reading**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation 4111/4211/4311 – Recruitment and Selection - First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**d. Approve Amendment to Board Policy and Administrative Regulation 4200 – Classified Personnel - First Reading**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 4200 – Personnel Selection - First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**e. Adopt Board Policy and Administrative Regulation 5131.1 – Bus Conduct - First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation - BP/AR 5131.1 Bus Conduct as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**OPEN COMMUNICATIONS**

Board member asked that Fiscal Impact be added to all Agenda Items from the next meeting.

On motion of Drew Hazelton, seconded by Derek Ross, there being no further business before this Board, the Regular meeting is declared adjourned at 9:14 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: SEPTEMBER 17, 2018**

**SUBJECT: B.1.b. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS VARSITY SOCCER TEAM TO BUENA TOURNAMENT – DECEMBER 7-9, 2018.**

**CONSENT**

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Girls Varsity Soccer Team to Ventura, CA?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this invitational scheduled for December 7-9, 2018 in Ventura, CA. Approximately 22 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 Friday, December 7 at 2:30 p.m. and return Sunday, December 9 by approximately 9 a.m. Team and chaperones will stay at the Crown Plaza Hotel in Ventura, CA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**FISCAL IMPACT:** The cost is a voluntary donation of \$210.00 (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 Soccer Team – Ventura, 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: SEPTEMBER 17, 2018**

**SUBJECT: B.1.c. APPROVE OVERNIGHT FIELD TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8<sup>th</sup> GRADE STUDENTS - OCT 24-26, 2018 - ASTROCAMP, IDYLLWILD, CA**

**CONSENT**

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**ISSUE:** Shall the Board of Education approve overnight field trip for Medea Creek Middle School 8th Grade students?

**BACKGROUND:** Medea Creek has been participating in Astrocamp, in Idyllwild, for several years. Attendance is open to all 8<sup>th</sup> graders and is completely optional. Students attending will participate in classes that extend the 8<sup>th</sup> grade science curriculum (classes include Electricity and Magnetism, Telescope Viewing, Building and Launching Rockets) as well as team building activities that encourage physical challenges (Hiking, Ropes Course, Rock-Wall Climbing). Each year students say this is an outstanding educational experience.

The trip is scheduled for leaving at 8:00 a.m. on October 24, 2018 and returning to MCMS on October 26, 2018 at approximately 4:00 p.m. The group will travel by buses (Southwinds Transportation). Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**FISCAL IMPACT:** The cost is a voluntary donation of \$384.00 (which includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Funding source is voluntary donations in the Unrestricted General Fund and is included in the 2018-19 adopted budget.

**ALTERNATIVES:**

1. Approve overnight field trip for Medea Creek Middle School 8th Grade students to Astrocamp, Idyllwild, CA.
2. Do not approve overnight field trip for Medea Creek Middle School 8th Grade students to Astrocamp, Idyllwild, CA.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** It is an outstanding opportunity to study physical science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Prepared by:  
Amanda Bagheri, Asst. Principal  
Brad Benioff, Principal, Medea Creek Middle School

**BOARD MEETING, SEPTEMBER 17, 2018**

Approve overnight field trip for Medea Creek Middle School  
8th Grade students

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.d. APPROVE OVERNIGHT FIELD TRIP FOR MEDEA CREEK MIDDLE SCHOOL 7<sup>th</sup> GRADE STUDENTS - OCT 29-31, 2018 - CATALINA, CA**

**CONSENT**

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**ISSUE:** Shall the Board of Education approve overnight field trip for Medea Creek Middle School 7th Grade students?

**BACKGROUND:** This is the 29<sup>th</sup> trip that Medea Creek has made to Catalina. In the past, the trip has been a wonderful hands-on science experience in marine biology. Students attending will participate in classes that extend the 7<sup>th</sup> grade science curriculum (classes include *Fish/Invertebrates*, *Tide pooling/Plankton*, and *Squid Dissection*) as well as team building activities that encourage physical challenges (snorkeling, sea kayaking, and night Snorkel). Each year students say this is an outstanding environmental educational experience.

The trip is scheduled for leaving at 6:00 a.m. on October 29, 2018 and returning to MCMS on October 31, 2018 at approximately 4:00 p.m. The group will travel by buses (Southwinds Transportation). Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**FISCAL IMPACT:** The cost is a voluntary donation of \$384.00 (which includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Funding source is voluntary donations in the Unrestricted General Fund and is included in the 2018-19 adopted budget.

**ALTERNATIVES:**

1. Approve overnight field trip for Medea Creek Middle School 7th Grade students to Catalina.
2. Do not approve overnight field trip for Medea Creek Middle School 7th Grade students to Catalina.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** It is an outstanding opportunity to study the environment and biological science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Prepared by:  
Samantha Gottlieb, Dean of Student, Medea Creek Middle School  
Brad Benioff, Principal, Medea Creek Middle School

**BOARD MEETING, SEPTEMBER 17, 2018**

Approve overnight field trip for Medea Creek Middle School  
7th Grade students

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.e APPROVE OVERNIGHT FIELD TRIP FOR MEDEA CREEK MIDDLE SCHOOL 6<sup>th</sup> GRADE STUDENTS – Nov 28-30, 2018 - PALI INSTITUTE, Running Springs, CA**

**CONSENT**

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**ISSUE:** Shall the Board of Education approve overnight field trip for Medea Creek Middle School 6th Grade students?

**BACKGROUND:** Outdoor Education is a 6th grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for the 6th grade in a beautiful, safe and well-cared for environment.

Like past years, all interested 6<sup>th</sup> graders have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for leaving at 7:00 a.m. on November 28, 2018 and returning to MCMS on November 30, 2018 at approximately 1:45 p.m. The group will travel by buses (Southwinds Transportation). The camp is fully staffed and will be complemented by approximately 6-8 MCMS faculty/staff. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**FISCAL IMPACT:** The cost is a voluntary donation of \$384.00 (which includes transportation, classes, food and lodging). Funding source is voluntary donations in the Unrestricted General Fund and is included in the 2018-19 adopted budget.

**ALTERNATIVES:**

1. Approve overnight field trip for Medea Creek Middle School 6th Grade students to Pali Institute, Running Springs, CA.
2. Do not approve overnight field trip for Medea Creek Middle School 6th Grade students to Pali Institute, Running Springs, CA.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Amanda Bagheri, Asst. Principal  
Brad Benioff, Principal, Medea Creek Middle School

**BOARD MEETING, SEPTEMBER 17, 2018**

Approve overnight field trip for Medea Creek Middle School  
6th Grade students

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.f. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE TEACHERS COLLEGE COACHING INSTITUTE, TEACHING OF READING - OCTOBER 2018 IN, NY.**

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**CONSENT**

**ISSUE:** Shall the Board of Education approve out of state travel for certificated employee to attend Columbia University’s Teachers College Coaching Institute of Reading?

**BACKGROUND:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. OPUSD is proposing to send the following employee to the 20th Annual October Coaching Institute on the Teaching of Reading 2018 (October 21st -24th): *Nina Johnson, Red Oak Elementary School*. This Institute is an exclusive training held for teacher leaders. Nina Johnson is one of 7 Reading coaches, and this institute will help her develop coaching strategies that can be shared with the other coaches. Providing our teachers with well-trained coaches is key to the fidelity and success of the Reading Workshop.

**FISCAL IMPACT:** The estimated cost of this training is: Registration \$800 + Lodging \$1700 + Airfare \$400.00 + meals/taxi = \$3,350. Funding source is the general Fund (LCAP Goal 1.3 – Professional Development) and is included in the 2018-19 adopted budget.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

**BOARD MEETING, SEPTEMBER 17, 2018**

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

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.g. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE TEACHERS COLLEGE, FALL PHONICS INSTITUTE - OCT 24-27, 2018 - NY**

**CONSENT**

**ISSUE:** Shall the Board of Education approve out of state travel for certificated employees to attend Columbia University’s Teachers College Coaching Fall Phonics Institute?

**BACKGROUND:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. OPUSD is proposing to send the following teachers to the Fall Phonics Institute (October 24th -27th): *Barbara Jones and Sharon Merfeld*. Primary grade teachers from Oak Hills and Brookside Elementary schools were admitted to an earlier training. The two teachers listed represent Red Oak. This will ensure that all 3 schools have teachers with deep training in our new phonics program.

**FISCAL IMPACT:** The estimated cost of this training is: Registration \$1,300 + Lodging \$1800 + Airfare \$800 + meals/taxi = \$4,700. Funding source is the general Fund (LCAP Goal 1.3 – Professional Development) and is included in the 2018-19 adopted budget.

- ALTERNATIVES:**
1. Approve out of state travel for certificated employees to attend Columbia University’s Teachers College Fall Phonics Institute in NY.
  2. Do not approve out of state travel for certificated employees to attend Columbia University’s Teachers College Fall Phonics Institute in NY.

**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.	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.1.h. APPROVE EXPULSION OF STUDENT IN DISCIPLINARY CASE #01-18/19**

**CONSENT**

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**ISSUE:** Should the Board of Education expel student in Disciplinary Case #01-18/19?

**BACKGROUND:** On August 21, 2018, an Oak View High School student was in violation of Education Codes 48915(a.1(c)) 48915(b) unlawful possession of a controlled substance. As required by Education Code 48915, the principal has recommended expulsion of this student.

A meeting was held with the student and parent on August 24, 2018 to review the incident, the suspension, and the recommendation for expulsion. An agreement was reached with the student and parent for an “Agreement to Hold Enforcement of the Expulsion in Abeyance.”

**FISCAL IMPACT:** Not applicable

- ALTERNATIVES:**
1. Expel student in Disciplinary Case #01-18/19 from the Oak Park Unified School District effective August 24, 2018.
  2. Do not expel of student in Disciplinary Case #01-18/19.

**RECOMMENDATION:** Alternative #1  
 Prepared by: Kent Cromwell, Principal Oak View High School

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.i. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL PLACEMENT AND SERVICES FOR SPECIAL EDUCATION STUDENT #1-18/19.**

**CONSENT**

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

**BACKGROUND:** This eighteen-year-old, twelfth grade special education student has been attending school at Summit View (The Help Group) for the last three years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Summit View Non-Public School is a certified non-public school and has a Master contract with Ventura County SELPA

**FISCAL IMPACT:** The cost of this placement for the 2018-2019 school year is \$28,288.00. The District will receive an estimated \$9,480 in LCFF funds for students in grades 9-12 to reduce the actual cost to \$18,808.00. Funding sources include state and federal special education funds and general fund contribution.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative #1

Prepared by:  
Mrs. Susan Roberts, Director of Pupil Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight Ed.D.,  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

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

This agreement is effective on August 20, 2018 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 7, 2019 unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)	Oak Park Unified School District		
Address	5801 Conifer		
City, State Zip	Oak Park, CA 91377		
LEA Case Manager	Susan Roberts		
Phone and E-Mail	818 735 3208	sroberts@opusd.org	
Student Last Name		Student First Name	
Grade		Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone	Work	Cell	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone	Work	Cell	

Nonpublic School/Agency	Summit View (#1 18/19)		
Address	13130 Burbank Blvd		
City, State, Zip	Sherman Oaks, CA 91401		
IEP Coordinator Name			
Phone		Fax	
E-Mail			
Program Administrator Name	Carol Coelho, Contract Administrator		
Phone	818 779 5105	Fax	
E-Mail	ccoelho@thehelpgroup.org		
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	NA	Number of Weeks	
Contract Begins		Ends	

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	X			145.84		180	NA	\$26,251.20
<b>B. RELATED SERVICES</b>								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual c. Consultation	X			50.92		40		\$2,036.80

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
4. Occupational Therapy a. Therapy b. Consultation								
5. Physical Therapy a. Therapy b. Consultation								
6. Intensive Individual Services								
7. Other								
8. Educationally Related Social/Emotional Services (ERSES):								
a. Individual Counseling								
b. Counseling & Guidance								
c. Parent Counseling								
d. Social Work Services								
e. Behavior Intervention Services								
9. Residential Services*								
a. Room and Board								
b. 24/7 ERSES								
<b>TOTAL COST</b>								<b>\$28,288.00</b>

ESTIMATED MAXIMUM RELATED SERVICES COST: \$2,036.80

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS: \$28,288.00

Other Provisions/Attachments: \_\_\_\_\_

Progress Reporting Requirements:  Quarterly  Monthly  Other (Specify \_\_\_\_\_)

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

-CONTRACTOR-

-LEA-

\_\_\_\_\_  
(Name of Nonpublic School/Agency)

\_\_\_\_\_  
(Name of LEA)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name of Superintendent or Authorized Designee)

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.j. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL PLACEMENT AND SERVICES FOR SPECIAL EDUCATION STUDENT #2-18/19.**

**CONSENT**

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

**BACKGROUND:** This fourteen-year-old, ninth grade special education student has been attending school at Summit View (The Help Group) since March 2017. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Summit View Non-Public School is a certified non-public school and has a Master contract with Ventura County SELPA

**FISCAL IMPACT:** The cost of this placement for the 2018-2019 school year is \$32,987.00. The District will receive an estimated \$9,480 in LCFF funds for students in grades 9-12 to reduce the actual cost to \$23,507.00. Funding sources include state and federal special education funds and general fund contribution.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative #1

Prepared by:  
Mrs. Susan Roberts, Director of Pupil Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight Ed.D.,  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

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

This agreement is effective on August 20, 2018 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 7, 2019 unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)	Oak Park Unified School District		
Address	5801 Conifer		
City, State Zip	Oak Park, CA 91377		
LEA Case Manager	Susan Roberts		
Phone and E-Mail	818 735 3208	sroberts@opusd.org	
Student Last Name		Student First Name	
Grade		Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone	Work	Cell	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone	Work	Cell	

Nonpublic School/Agency	Summit View (#2 18/19)		
Address	13130 Burbank Blvd		
City, State, Zip	Sherman Oaks, CA 91401		
IEP Coordinator Name			
Phone		Fax	
E-Mail			
Program Administrator Name	Carol Coelho, Contract Administrator		
Phone	818 779 5105	Fax	
E-Mail	ccoelho@thehelpgroup.org		
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	NA	Number of Weeks	
Contract Begins		Ends	

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	X			145.84		180	20	\$29,168.00
<b>B. RELATED SERVICES</b>								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual c. Consultation								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
4. Occupational Therapy a. Therapy b. Consultation								
5. Physical Therapy a. Therapy b. Consultation								
6. Intensive Individual Services								
7. Other								
8. Educationally Related Social/Emotional Services (ERSES):								
a. Individual Counseling	X			28.64	1/week	40	10	1,432.00
b. Counseling & Guidance	X			47.74	1/week	40	10	2,387.00
c. Parent Counseling								
d. Social Work Services								
e. Behavior Intervention Services								
9. Residential Services*								
a. Room and Board								
b. 24/7 ERSES								
<b>TOTAL COST</b>								<b>\$32,987.00</b>

**ESTIMATED MAXIMUM RELATED SERVICES COST: \$3,819.00**

**TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS: \$32,987.00**

Other Provisions/Attachments: \_\_\_\_\_

Progress Reporting Requirements:  X  Quarterly      Monthly      Other (Specify \_\_\_\_\_)

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

**-CONTRACTOR-**

**-LEA-**

\_\_\_\_\_  
(Name of Nonpublic School/Agency)

\_\_\_\_\_  
(Name of LEA)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name of Superintendent or Authorized Designee)

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.k APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL EDUCATION  
STUDENT #3-18/19.**

**CONSENT**

---

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

**BACKGROUND:** This nine-year-old, fourth grade special education student has been placed in a residential treatment program, Devereux Victoria, since April 2018. The residential program includes non-public school placement, room and board and mental health services. The IEP team has determined that a residential placement with a non-public school is the least restrictive appropriate placement at this time. Devereux Victoria is a certified residential placement and non-public school and has a Master contract with Ventura County SELPA

**FISCAL IMPACT:** The cost of this placement for the 2018-2019 school year is \$137,957.06 (\$36,358.00 for non-public school placement, \$26,861.74 for mental health support and \$74,737.32 for room and board). The District will receive an estimated \$7,743 in LCFF funds for students in grades 4-6. In addition, the SELPA will reimburse the District for 50% of mental health support and room and board (\$50,799.53) for a total reduction in costs to \$79,414.53. Funding sources include state and federal special education funds and general fund contribution.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative #1

Prepared by:  
Mrs. Susan Roberts, Director of Pupil Services

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

Board Meeting – September 17, 2018

Approve this contract for non-public school placement and services for this student

Page 2

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

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

This agreement is effective on July 1, 2018 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2019, unless sooner terminated as provided in the Master Contract and by applicable law.

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

Nonpublic School/Agency		Devereux Victoria Children's Program (#3-17/18)	
Address			
City, State, Zip			
IEP Coordinator Name			
Phone	281 316 5433	Fax	281 316 5433
E-Mail			
Program Administrator Name		Penny Milner, Contracts Manage	
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	23	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20	Number of Weeks	
Contract Begins	July 30, 2018	Ends	June 30, 2019

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>				181.79		180	20	\$36,358.00
<b>B. RELATED SERVICES</b>								
1. Mental Health Support				69.59		386		\$26,861.74
2. Room and Board				193.62		386		\$74,737.32
3. Speech/Language a. Group b. Individual c. Consultation								



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.1. APPROVE CONTRACT FOR NON-PUBLIC AGENCY SERVICES FOR SPECIAL EDUCATION STUDENT #4-18/19.**

**CONSENT**

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

**BACKGROUND:** This eighteen-year-old, twelfth grade special education student has been attending school at Oak Park High School and continues to require non-public agency specialized behavior intervention services throughout the school day. Children’s Developmental Milestones (CDM) is able to provide these specialized services on the school campus. Children’s Developmental Milestones (CDM) is a certified non-public agency and has a Master contract with Ventura County SELPA.

**FISCAL IMPACT:** The cost of these services for the 2018-2019 school year is \$58,840.00. Funding sources include state and federal special education funds and general fund contribution.

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

**RECOMMENDATION:** Alternative #1

Prepared by:  
Mrs. Susan Roberts, Director of Pupil Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight Ed.D.,  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

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

This agreement is effective on August 1, 2018 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

Nonpublic School/Agency	<b>Children's Developmental Milestones (#4-18/19)</b>		
Address	21241 Ventura Blvd Suite 187		
City, State, Zip	Woodland Hills CA 91364		
IEP Coordinator Name	Eileen Gholizadeh, MA, BICM Co-Founder/ Executive Director		
Phone	(818) 203-5063	Fax	(805) 617-1725 - Fax
E-Mail	eileen@cdmtherapy.com		
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days		Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	180	Number of Weeks	
Contract Begins	August 1, 2018	Ends	June 30, 2019

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

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

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
1. Behavior Intervention Development (Supervision)		X		80.00 per hour		44	4	3840.00
2. Behavior Intervention Instruction (Aide)		X		50.00 per hour	6 hours per day for 180 days plus 20 hours for social skills group	4.5 hours per day for 27 days		55,000.00
					<b>TOTAL COST</b>			<b>\$58,840.00</b>

**ESTIMATED MAXIMUM COST: \$58,840.00**

Additional Provisions: Non-public Agency services to address goals and objectives in student's IEP. Communication between NPA and parents to be coordinated with school staff.

Progress Reporting Requirements: \_\_\_\_\_ Quarterly \_\_\_\_\_ Monthly X Other (Specify NA) \_\_\_\_\_

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

**-CONTRACTOR-**

**-LEA-**

Children's Developmental Milestones (CDM) \_\_\_\_\_ Oak Park Unified School District  
 (Name of Nonpublic School/Agency) (Name of LEA)

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Name and Title) \_\_\_\_\_ Anthony W. Knight, Ed. D.  
 (Name of Superintendent or Authorized Designee)

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.1.m. APPROVE CONTRACT FOR NON-PUBLIC AGENCY SERVICES #5-18/19.**

**CONSENT**

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

**BACKGROUND:** STAR of California Behavior and Psychological Services is a non-public agency specializing in behavior intervention services. STAR will be providing behavior intervention services to the Oak Hills Special Education Department for 90 days. STAR of California Behavior and Psychological Services is a certified non-public agency and has a Master contract with Ventura County SELPA.

**FISCAL IMPACT:** The cost of these services for the 2018-2019 school year is \$12,097.61. Funding sources include state and federal special education funds and general fund contribution.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative #1

Prepared by:  
Mrs. Susan Roberts, Director of Pupil Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight Ed.D.,  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

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

This agreement is effective on August 15, 2018 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2019, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District			
Address		5801 Conifer Street			
City, State Zip		Oak Park, CA 91377			
LEA Case Manager		Susan Roberts			
Phone and E-Mail		818 735 3208 sroberts@opusd.org			
Student Last Name		Student First Name			
Grade	D.OB.	Sex	( ) M ( ) F		
Parent/Guardian Last Name		Parent/Guardian First Name			
Address					
City, State, Zip					
Home Phone		Work	Cell		
Parent/Guardian Last Name		Parent/Guardian First Name			
Address					
City, State, Zip					
Home Phone		Work	Cell		

Nonpublic School/Agency		STAR of CA Behavior and Psychological Services (#5 18/19)			
Address		4880 Market Street			
City, State, Zip		Ventura CA 93003			
IEP Coordinator Name					
Phone		Fax			
E-Mail					
Program Administrator Name		Michelle Wenzel			
Phone		805 644 7827	Fax	805 650 1385	
E-Mail		mwenzel@starofca.co			
Training Schedule					
Number of Days		5 days	Number of Hours	25 hours	

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. Training – Behavior								
<b>B. RELATED SERVICES</b>								
1. Transportation a. Paid to NPS/A								
2. Behavior Intervention		X		53.57	20 hours/ week BII	220		11,785.40
		X		104.07	1 hour/ month BID	3		312.21
3. Speech/Language a. Group b. Individual c. Consultation								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
4. Occupational Therapy a. Therapy b. Consultation								
5. Physical Therapy a. Therapy b. Consultation								
6. Intensive Individual Services								
7. Other								
8. Educationally Related Social/Emotional Services (ERSES):								
a. Individual Counseling								
b. Counseling & Guidance								
c. Parent Counseling								
d. Social Work Services								
e. Behavior Intervention Services								
9. Residential Services*								
a. Room and Board								
b. 24/7 ERSES								
<b>TOTAL COST</b>								<b>12,097.61</b>

**TOTAL ESTIMATED MAXIMUM COST \$12,097.61**

Other Provisions/Attachments: \_\_\_\_\_  
 \_\_\_\_\_

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

**-CONTRACTOR-**

**-LEA-**

\_\_\_\_\_  
 (Name of Nonpublic School/Agency)

\_\_\_\_\_  
 (LEA)

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Name and Title)

\_\_\_\_\_  
 (Name of Superintendent or Authorized Designee)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.1.n. APPROVE RESOLUTION NO. 18-20 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEARS 2017-18 AND 2018-19**

CONSENT

**ISSUE:** Shall the Board adopt Resolution No. 18-20 establishing the Oak Park Unified School District Gann Appropriation Limit for fiscal years 2017-18 and 2018-19?

**BACKGROUND:** The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school districts to annually adopt a resolution establishing its maximum appropriations limit. In compliance with this requirement, OPUSD Resolution No. 18-20 establishes the District’s revised actual Gann Limit for the 2017-18 fiscal year and its projected Gann Limit for the 2018-19 fiscal year. The resolution accompanies this report for the Board’s review and action.

The 2018-19 Gann Appropriation Limit is based on current budget estimates for 2018-19 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District’s Unaudited Actuals and will be submitted to the State Department of Education, and approved by the State Board of Education.

**FISCAL IMPACT:** None.

**ALTERNATIVES:**

1. Adopt Resolution No. 18-20, establishing the District’s Gann Appropriation Limit for fiscal years 2017-18 and 2018-19.
2. Do not adopt Resolution No. 18-20.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**Oak Park Unified School District**

**RESOLUTION NO. 18-20**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
ESTABLISHING THE GANN APPROPRIATION LIMIT  
FOR FISCAL YEARS 2017-18 AND 2018-19**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2017-18 fiscal year and a projected Gann Limit for the 2018-19 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the accompanying calculations and documentation of the Gann limits for the 2017-18 and 2018-19 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2017-18 and 2018-19 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 17th day of September 2018.

---

Anthony W. Knight, Ed.D.  
District Superintendent and  
Secretary to the Board of Education

	2017-18 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b>	<b>2016-17 Actual</b>			<b>2017-18 Actual</b>		
(2016-17 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)						
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	31,471,175.48		31,471,175.48			32,501,932.01
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,430.62		4,430.62			4,413.08
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	<b>Adjustments to 2016-17</b>			<b>Adjustments to 2017-18</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b>	<b>2017-18 P2 Report</b>			<b>2018-19 P2 Estimate</b>		
(2017-18 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)						
1. Total K-12 ADA (Form A, Line A6)	4,413.08		4,413.08	4,454.09		4,454.09
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,413.08			4,454.09
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2017-18 Actual</b>			<b>2018-19 Budget</b>		
<b>TAXES AND SUBVENTIONS (Funds 01, 09, and 62)</b>						
1. Homeowners' Exemption (Object 8021)	84,059.96		84,059.96	77,819.00		77,819.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	10,864,879.46		10,864,879.46	10,273,275.00		10,273,275.00
5. Unsecured Roll Taxes (Object 8042)	320,892.15		320,892.15	320,892.00		320,892.00
6. Prior Years' Taxes (Object 8043)	41,047.14		41,047.14	41,047.00		41,047.00
7. Supplemental Taxes (Object 8044)	312,155.86		312,155.86	201,861.00		201,861.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	50,100.88		50,100.88	273,614.00		273,614.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	29,584.29		29,584.29	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	11,702,719.74	0.00	11,702,719.74	11,188,508.00	0.00	11,188,508.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	11,702,719.74	0.00	11,702,719.74	11,188,508.00	0.00	11,188,508.00

	2017-18 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			420,673.97			429,522.06
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			420,673.97			429,522.06
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	23,772,369.00		23,772,369.00	26,809,543.00		26,809,543.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	33,421.00		33,421.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	23,805,790.00	0.00	23,805,790.00	26,809,543.00	0.00	26,809,543.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	43,346,269.16		43,346,269.16	45,896,130.00		45,896,130.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	49,593.14		49,593.14	32,753.00		32,753.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>			<b>2017-18 Actual</b>			<b>2018-19 Budget</b>
1. Revised Prior Year Program Limit (Lines A1 plus A6)			31,471,175.48			32,501,932.01
2. Inflation Adjustment			1.0369			1.0367
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9960			1.0093
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			32,501,932.01			34,008,114.12
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			11,702,719.74			11,188,508.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			529,569.60			534,490.80
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			21,219,886.24			23,249,128.18
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			21,219,886.24			23,249,128.18
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			37,710.41			24,593.39
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			11,740,430.15			11,213,101.39
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			21,182,175.83			23,224,534.79
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			11,740,430.15			
b. State Subventions (Line D8)			21,182,175.83			
c. Less: Excluded Appropriations (Line C23)			420,673.97			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			32,501,932.01			



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.1.o. APPROVE 2018-19 AGREEMENT FOR LEGAL SERVICES WITH FAGEN FRIEDMAN & FULFROST**

CONSENT

**ISSUE:** Shall the Board of Education approve contract for legal services with Fagen Friedman & Fulfroft for the 2018-19 school year?

**BACKGROUND:** Oak Park Unified School District has been using Fagen Friedman & Fulfroft as the District’s legal representative in all matters for seven years. The District’s administrative staff has been satisfied with the firm’s services. Therefore, it is the recommendation of staff that the Board approve the renewal of the agreement with Fagen Friedman & Fulfroft for legal services for the 2018-19 school year. A copy of the renewal agreement follows for the Board’s information and review.

**FISCAL IMPACT:** The annual cost for services is included in the approved 2018-19 General Fund budget.

**ALTERNATIVES:**

1. Approve the renewal of the agreement with Fagen Friedman & Fulfroft for legal services for the 2018-19 school year.
2. Do not approve the renewal of the agreement.

**RECOMMENDATION:** Approve 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	_____	_____	_____	_____



## AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Oak Park Unified School District (“Client”) and the law firm of Fagen Friedman & Fulfrost LLP (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2018 through June 30, 2019:

**1. CONDITIONS.** This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

**2. SCOPE OF SERVICES.** Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries.

**3. CLIENT’S DUTIES.** Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time and to keep Attorney advised of Client’s address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

**4. CONSULTANT SERVICES.** Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

**5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING.** In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney’s office. Most of Attorney’s electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client’s representatives and agents, as well as to having communications, documents and electronic data pertinent to Client’s matter(s) stored through a cloud-based service.

**6. LEGAL FEES AND BILLING PRACTICES.** Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney’s prevailing rates for all time spent on Client’s matter by Attorney’s legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney’s number of years of experience.

The rates on this schedule are subject to change on 30 days’ written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client’s matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client’s matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is

reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

**7. COSTS AND OTHER CHARGES.** (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

**8. BILLING STATEMENTS.** Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

**9. DISCHARGE AND WITHDRAWAL.** Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

**10. DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

**11. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

**12. MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

**13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

**14. MEDIATION CLAUSE.** If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

**15. EFFECTIVE DATE.** This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Oak Park Unified School District

Fagen Friedman & Fulfroost LLP

Chris Keeler

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Name*

Managing Partner

\_\_\_\_\_  
*Type or Print Title*

\_\_\_\_\_  
*Title*



\_\_\_\_\_  
*District Authorized Signature*

\_\_\_\_\_  
*Signature*

DATE: \_\_\_\_\_

DATE: May 1, 2018



Fagen Friedman & Fulfroft LLP

PROFESSIONAL RATE SCHEDULE

**Oak Park Unified School District**  
*July 1, 2018 through June 30, 2019*

**1. HOURLY PROFESSIONAL RATES**

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$195 - \$225 per hour
Partner	\$240 - \$275 per hour
Of-Counsel	\$275 per hour
Paralegal/Law Clerk	\$115 - \$145 per hour
Paralegal/Law Clerk ( <i>Bar Admitted Outside CA</i> )	\$185 per hour
Education Consultant	\$165 per hour
Communication Services Consultant	\$225 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

**2. ON-SITE LEGAL SERVICES**

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

**3. COSTS AND EXPENSES**

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.1.p. APPROVE 2018-19 TRANSPORTATION AGREEMENT WITH TUMBLEWEED TRANSPORTATION**

CONSENT

**ISSUE:** Shall the Board of Education approve an agreement with Tumbleweed Transportation for student transportation during the 2018-19 school year?

**BACKGROUND:** Since the 2009-10 school year, the District has contracted with Tumbleweed Transportation, a professional, licensed transportation contractor, to provide transportation services for required for Special Education students and other student transportation needs. The contractor has proposed a 6.6% increase in the contract rates, citing the rise in the minimum wage, employee benefits, and the requirement to provide paid sick leave for hourly employees. The cost of services provided in 2017-18 was \$105,053. Under the proposed renewal agreement, the cost of identical services in 2018-19 would be \$111,986.

After thorough review, the District staff has determined that these services will continue to be required in the new school year. Accordingly, staff is recommending the renewal of this agreement as the most cost-effective delivery of this mandatory transportation service.

**FISCAL IMPACT:** The cost for this service is included in the District’s 2018-19 General Fund operating budget.

- ALTERNATIVES:**
1. Approve the renewal agreement with Tumbleweed Transportation for Special Education and other student transportation services for the 2018-19 school year.
  2. Do not approve the agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Susan Roberts, Director, Pupil Services  
 Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

\_\_\_\_\_  
 Anthony W. Knight, Ed.D  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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



# **Tumbleweed Transportation**

Dedicated to Safety and Service

## **OAK PARK SCHOOL DISTRICT STUDENT TRANSPORTATION**

This contract is made and entered into this 6th day of August, 2018 by and between Oak Park Unified School District, a California non-profit corporation, hereinafter called "Oak Park" or the "School," and Tumbleweed Educational Enterprises, Inc., a California corporation, hereinafter called the "Contractor." The parties do hereby contract and agree as follows:

### **Scope of Work**

Contractor shall furnish transportation services for the School, including daily transportation for pupils and other persons designated within established boundaries, plus academic field trips to/from other points as directed. Said transportation shall be furnished at such times and places as specified by the School's Business Manager or the duly authorized representative in charge of transportation.

### **Period of Contract**

This contract commences on August 15, 2018, and concludes on July 31, 2019.

### **Equipment**

The Contractor shall provide one (1) school bus with a maximum capacity of twenty (20) elementary school passengers ("bus") throughout the period of this contract as needed on a daily basis. Additional vehicles shall be made available for the School's use, with charges for same as set forth in more detail on page 5 hereof, if the School provides at least one hundred eighty (180) days advance written notice to the Contractor that additional equipment is required. Contractor reserves the right to substitute vehicles as necessary due to maintenance and equipment requirements, including using vehicles of a smaller capacity if the route on a given day or days has fewer than twenty (20) passengers.

All vehicles supplied under this contract shall be approved school buses as defined by applicable statutory or administrative codes, and must in addition meet with the approval of the School. The Contractor shall practice regular preventive maintenance as approved by the vehicle manufacturer on all vehicles. The Contractor shall clean all vehicles inside and out as necessary and make repairs to visible body damage inside or out immediately after such damage occurs.

The Contractor shall maintain spare vehicles of appropriate sizes which meet all of the above requirements so they may be substituted for the regularly assigned vehicle if needed without delay. Because breakdowns and unexpected events do occur in the transportation industry, the Contractor cannot be held responsible if unexpected events or circumstances beyond its control result in the late arrival of students to school or home. The Contractor will maintain continuous contact with the vehicle through two-way radios and will notify the School promptly if such events occur.

Post Office Box 49291, Los Angeles, California 90049  
T (310) 444-3232 F (310) 444-3230  
[www.tumbleweedtransportation.com](http://www.tumbleweedtransportation.com)

The School shall have the option of inspecting the condition of the Contractor's vehicles used for the School at any time during the term of the contract. Any expenses of this inspection shall be borne by the School. Should an inspection reveal, in the opinion of the School, that repairs of the vehicles are needed for safety or other reasons, the School reserves the right to reject this equipment for the School's use and require the Contractor to provide replacement equipment until the required repairs and/or service have been completed. Cost of such repairs and service and re-inspection of vehicles shall be the responsibility of the Contractor. At times requested by the School, the Contractor shall submit evidence satisfactory to the School that all vehicles used by the Contractor receive regular inspections, programmed preventive maintenance, and safety services.

Vehicles and all appurtenances must comply in all respects whether specifically mentioned or not with the California Motor Vehicle Code, or in the regulations of the County of Ventura, California pertaining to passenger vehicles and buses, regulations of the California Highway Patrol pertaining to school buses, and with the provisions of the California State Board of Education regulations governing pupil transportation as published and in effect at the time of execution of this contract and thereafter.

### **Permits and Licenses**

The Contractor, its employees, and its agents shall secure and maintain valid permits and licenses as required by law for the execution of this contract. The School requires that the Contractor shall not pay more than the fee required by §9102.5 VC to register the equipment supplied hereunder.

### **Insurance**

Contractor shall maintain at its own expense automobile insurance as set forth below during the contract period. Upon request, Contractor shall furnish Certificates of Insurance to the School. Automobile liability insurance shall be maintained to protect the Contractor, and as additional insured, the School, its Board, Officers, Agents, and Employees from any claims for damages for personal injury or death and from damage to property which may arise from Contractor's operations under this contract. Such insurance shall have a combined single limit of \$5 Million. Worker's Compensation Insurance shall be maintained as required by law to protect the Contractor from claims which may arise from operations under this contract.

### **Hold Harmless Agreement**

The Contractor shall hold harmless and indemnify the School, its Board, its Officers, and its Employees from every claim or demand which may be made by reason of:

- A. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation employed directly or indirectly by the Contractor or in connection with its performance under the contract however caused.
- B. Any injury to person or property sustained by any person, firm, or corporation caused by any neglect, default, or omission of Contractor or of any person, firm, or corporation directly or indirectly employed by Contractor upon or in connection with its performance under this contract.

The Contractor at its own expense and risk shall defend any legal proceeding that may be brought against the School or the Board of the School for any such claim or demand and satisfy any judgment that may be rendered against the School or the Board of the School based thereon.

### **Safety Program**

The Contractor shall provide at its own expense regular and continuous formal safety instruction for all of its operating personnel assigned to this contract. Said personnel shall attend regularly scheduled safety meetings at least two (2) times a year.

### **Assignments or Sub-contracting**

The Contractor shall not assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this contract without the School's written consent, which shall not be unreasonably withheld. Notwithstanding the foregoing, the School hereby consents to the Contractor's assigning its rights hereunder for the purposes of obtaining business financing.

### **Independent Contractor**

While engaged in carrying out and complying with the terms and conditions of this contract, the Contractor is an independent contractor and not an officer, agent, or employee of the School.

### **School Closing**

Contractor shall not be obligated to perform services for the School on days when the School is closed.

### **Special Considerations**

The School shall maintain sole responsibility for filling the vehicle to capacity. Both parties understand and agree that this vehicle shall run whether or not it is full.

### **Routing and Scheduling**

Prior to the start of any service hereunder, the School and Contractor shall cooperatively establish the routes (which includes the schedule) conforming to the needs of the School. The School shall provide completed transportation forms to the Contractor not later than August 15 of each year so that the School and Contractor may establish the route and rider list. The School shall make no changes to the route during the first two weeks of school. Not less than two (2) weeks prior to the start of each school year, the Contractor will provide the School with a detailed information letter, including each child's route number, driver's name, and safety information, for distribution at the School's expense to participating families.

If at any time during the term of the contract except for the first two (2) weeks of school it is determined that service may be improved by revisions to routing, scheduling, or vehicle assignment, the School and Contractor shall plan and institute such changes jointly. Any revisions so adopted shall be deemed an ordinary part of this contract.

The route, schedule, and bus stops must be approved by the School and may not be revised without the School's authorization. Increased vehicle capacities or services necessitated by program changes may be authorized by the School, which increases shall be charged at the rates set forth in detail on page 5 hereof.

Transportation shall be organized into one (1) route Monday through Friday excluding school holidays. Pick-up in the morning shall be at such times necessary to arrive at school at 9:00 AM.

### **Travel Time**

Contractor understands and agrees that students will not be on a vehicle for more than 70 minutes excepting incidents beyond Contractor's control while being transported between the meeting points and School. In addition, both parties shall make every effort to structure routes so that travel time can be kept to less than 60 minutes. The School understands that routes longer than 60 minutes exceed the length recommended by the California Department of Education, and it agrees to accept all liability and hold Contractor harmless for issues arising out of route lengths that exceed the recommended guidelines.

### **Contractor's Representative and Personnel**

Contractor shall designate one person to act as supervisor of operations relative to this contract. This person shall be available during all working hours of school days for the purpose of handling routing, assignments, and discipline problems. All personnel assigned to perform under this contract shall be subject to approval by the mutual agreement of the School and Contractor.

### **Excused Performance**

Contractor shall be excused from performance hereunder during the time and to the extent it is prevented from performing in the customary manner by acts of God, earthquake, fire, strike, lockout, civil disorder, war, commandeering by the government, or events beyond its control such as natural disasters. Satisfactory evidence thereof will be presented to the School upon request.

### **Record Keeping and Accident Reports**

Upon request the Contractor shall provide daily or other operational records the School deems necessary. The Contractor shall notify the School of any reportable accidents, as defined by law, involving the Contractor's equipment or personnel while operating for the School. Injuries to students not involving acceleration, deceleration, or movement of the bus shall also be reported.

### **Contract Prices**

This contract covers AM & PM student transportation for students to their School. Students authorized to participate in the transportation program shall be designated by the School, and transportation shall be furnished on such days as school is in session to/from points along and over the route scheduled by the School. Once all students have been assigned to the bus, the School shall provide Contractor with each student's name, home address and telephone number, plus an emergency name and telephone number.

<b>A.</b>	<u>Base Rate for Route Service during the 2018-19 school year</u>	
	<i>Bus Capacity:</i> Up to 20 Elementary School Students	<i>Quantity:</i> 1
	<i>Daily Rate:</i> \$ 400 per bus (Includes 5 hours and 75 miles per day)	
	<i>Rate per Hour:</i> \$75.00 per hour over 5 hours each day	
	<i>Rate per Mile:</i> \$5.00 per mile over 75 miles each day	
	<i>Total Rate per Day:</i> \$400 per day	

\*Please note that operating hours begin when the driver starts the daily pre-trip inspection and end when each bus returns to its base.

- B.** Trip Service using additional vehicles *not* included in this contract  
Fees for field trips including events using the vehicle designated for purposes of this contract shall accumulate according to the price structure listed above. Excess fees shall only be charged once the 5 hour/50 mile limit has been met. Waiting time during field trips is included in the total trip time for billing purposes, and at all times, operating hours and mileage begin when the driver starts the daily pre-trip inspection and end when each bus returns to its base. The price structure for additional vehicles under this paragraph shall be as follows:

*Capacity:* 20 Passengers (12 High School Students)  
*Trip Rate:* \$425.00 per bus (Includes 5 hours and 50 miles per day)  
*Rate per Hour:* \$75.00 per hour over 5 hours each day  
*Rate per Mile:* \$5.00 per mile over 50 miles each day

*Capacity:* 48 Passengers (32 High School Students)  
*Trip Rate:* \$450.00 per bus (Includes 5 hours and 50 miles per day)  
*Rate per Hour:* \$75.00 per hour over 5 hours each day  
*Rate per Mile:* \$5.00 per mile over 50 miles each day

*Capacity:* 72 Passengers (48 High School Students)  
*Trip Rate:* \$475 per bus (Includes 5 hours and 50 miles per day)  
*Rate per Hour:* \$75.00 per hour over 5 hours each day  
*Rate per Mile:* \$5.00 per mile over 50 miles each day

*Capacity:* 84 Passengers (56 High School Students)  
*Trip Rate:* \$495 per bus (Includes 5 hours and 50 miles per day)  
*Rate per Hour:* \$75.00 per hour over 5 hours each day  
*Rate per Mile:* \$5.00 per mile over 50 miles each day

C. Adjustment of Rates & Fuel Escalation Provision

Rates and surcharges shall be subject to increase annually corresponding to the increase in the Contractor's operating expenses. A "Surcharge" when applicable is a temporary additional charge that shall be effective for a specified period of time and discontinued if and when the additional charge is no longer necessary. The Base Rate for Route Service provided hereunder (Section "A" on Page 5) is fixed during the term of this contract. In the event Insurance Costs increase more than 5%, Contractor will assess a surcharge as required. When Insurance Costs decrease materially, the surcharge will be reduced or eliminated accordingly.

Since Contractor cannot know when or how the current fuel price escalation will be resolved, it will invoice all clients retroactively for the extraordinary costs actually incurred. For purposes of this provision, the Fuel Baseline is established at the cost of the average fuel load during the 2017-18 school year of \$25,000.

Effective March 1, 2008 until further notice, Contractor will retroactively invoice the School on a quarterly basis for its Proportionate Share of the increase that exceeds \$25,000 per fuel load. Immediately upon issuance of an invoice, the School agrees to pay the fuel escalation charge assessed. Whenever the cost of fuel loads returns to \$25,000 or less, this provision will be suspended. As an estimate for budgeting purposes only, Contractor acknowledges School's Proportionate Share is 1%.

Compensation for all Trip Services provided hereunder (Section "B" on Page 5) may be adjusted annually starting each Subsequent Year. If any unusual circumstances beyond the Contractor's control arise such as a sharp increase in Insurance Costs, Fuel Costs, or Operating Expenses, the Contractor will notify the School about the need for a surcharge to these rates.

Any increases shall take effect as of each August 15. Each invoice that includes any increase in the Base Rate or any Surcharge or both shall be conclusively binding upon the School unless the School (1) pays the Contractor when due the total amount of the invoice, and (2) within 30 days after such invoice is sent, sends a notice to the Contractor objecting to such invoice and specifying the reasons therefore. In the event of a dispute, the parties shall mutually agree upon a compromise adjustment and document the agreement in writing.

**Payment for Service**

On or about the fifth day of each month, the Contractor shall submit invoices in duplicate for all services to be performed during the upcoming month under this contract and all additional charges incurred in the immediately preceding month. Payment for such services shall be made within fifteen (15) days of billing or prior to the first day of the upcoming month, whichever comes first. All fees are due in advance for each month that service is to be provided under this contract and must be received in full by the Contractor on or before the first day of the month.

**Termination of Contract**

The School may not terminate this contract prior to July 31, 2019 unless all said students no longer require transportation due to school transfer. If the School wishes to extend the term of this contract, the School shall provide the contractor with written notice of its desire to do so prior to March 1, 2018. If notice is provided thereafter, the Contractor shall not be obligated to extend the term of the contract but will make every effort to do so.

**General Provisions**

In the event of any legal action arising out of this contract, or any portion thereof, the prevailing party therein shall be entitled to reasonable attorney's fees. This contract represents the entire agreement between the parties. Any modification of this contract will be effective only if it is in writing and signed by both parties. If any provision of this contract is held by a court of competent jurisdiction to be invalid, the remaining provisions shall nevertheless continue in full force. Failure of either party to insist on strict compliance with any of the terms and conditions hereof in one instance shall not be deemed a waiver of such term or condition thereafter. This contract shall be governed by and construed under the laws of the State of California.

**Executed on August 6, 2018, at Los Angeles, California**

**SCHOOL:**  
**Oak Park Unified School District,**  
**By:**

**CONTRACTOR:**  
**Tumbleweed Educational Enterprises, Inc.,**  
**By:**

\_\_\_\_\_  
**Martin Klaus**  
**Asst. Superintendent – Business &**  
**Administrative Services**

  
\_\_\_\_\_  
**Erin L. Borda**  
**President**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.1.q. APPROVE PURCHASE ORDERS – AUGUST 1 THROUGH 31, 2018**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period August 1 through 31, 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.

**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 08/01/2018 - 08/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00001	VCOE	VCOE BLANKET TRAINING PO 2018-19	Curriculum	010	6,500.00
B19-00060	Office Depot Customer Service Center	Supplies for Extended Care DO	Extended Care Program	120	4,000.00
B19-00113	Southwest School Supply	Supplies for Extended Care-Oak Hills	Extended Care Program	120	6,000.00
B19-00166	WELLS FARGO PAYMENT REMITTANCE CENTER	2017-2018 For Credit Card Purchases	Business Administration	010	12,426.78
				120	2,573.22
B19-00167	Ready Refresh by Nestle	Extended Care Water Svs - BES	Extended Care Program	120	500.00
B19-00168	Pierres Welding & Maint.	2018-2019 Welding Services District-Wide	Business Administration	010	3,395.00
B19-00169	Golden State Elevator	2018-2019 Annual Testing Elevators	Business Administration	010	1,700.00
B19-00170	SiteOne Landscape Supply, LLC	2018/19 PO for Landscaping Supplies	Business Administration	010	3,000.00
B19-00171	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent 2018-19	Business Administration	010	11,068.20
B19-00172	All City Management	2018/2019 School Crossing Guard Services	Business Administration	010	124,000.00
B19-00173	Ready Refresh by Nestle	2018-19 Drinking Water - Grounds/Maintenance Crew	Business Administration	010	1,000.00
B19-00174	Discount School Supply	school start up supplies	Neighborhood Pre-School Program	010	950.00
B19-00175	Dick Blick	Art Materials for 2018/2019 school year	Neighborhood Pre-School Program	010	950.00
B19-00176	Staples	Open PO for supplies	Medea Creek Middle School	010	2,000.00
B19-00178	Golden State Elevator	2018-2019 Monthly Maintenance for Elevators	Business Administration	010	1,700.00
B19-00179	Clark Security/Anixter, Inc	Security Parts & Supplies 2018-2019	Business Administration	010	1,000.00
B19-00180	California Pest Management	2018/19 IPM Management	Business Administration	010	4,500.00
B19-00181	Donnie Sheppard	ASL Interpreter for Deanne Bray	Human Resources	010	2,000.00
B19-00182	VCOE	VCOE - Induction (formerly BTSA) program	Human Resources	010	30,000.00
B19-00183	G.I. Industries	2018-2019 for Sanitation Services	Business Administration	010	38,000.00
B19-00184	Federal Express Corp.	Federal Express Shipping Charges 2018-19	Business Administration	010	1,000.00
B19-00185	MailFinance	2018/19 Postage Machine Lease at DO	Business Administration	010	2,500.00
B19-00186	Ryan Communications	2018-2019 Districtwide Radio Repair/Supplies	Business Administration	010	2,200.00
B19-00187	Lister Rents, Inc.	2018-2019 for Misc Equipment Rental	Business Administration	010	700.00
B19-00188	John Trudeau dba Trudeau Creative	Design Services for 2018-19	Superintendent	010	15,000.00
B19-00189	Jessica Conway	Oth Oper Exp/ASB Band	Oak Park High School	010	1,500.00

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 08/01/2018 - 08/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00190	Clifford Moore	Administrative Consulting Services	Superintendent	010	14,000.00
B19-00191	AT & T Mobility	Open PO for 2018/19 Cell Phones Svs	Business Administration	010	10,977.69
				211	1,221.35
B19-00192	School Services of California	2018 - 2019 Fiscal & Mandate Information Services	Business Administration	010	3,660.00
B19-00193	Van Buren Equipment, Inc. Pacific Equipment	2018/19 Open PO for Dingo Service and Repair	Business Administration	010	300.00
B19-00194	CR Print	Printing for District during 2018-19	District-wide	010	21,450.00
FS19-00026	Ecolab Food Safety Specialties	Sanitizing Supplies for Cafeterias	Food Services	130	500.00
FS19-00027	Lister Rents, Inc.	Supplies: Propane for Grill	Food Services	130	500.00
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
P18-00530	Harley Ellis Devereaux	Pro 17-35S - KIT Renovation - Scoping & Program	Business Administration	211	117,518.22
				211	47,881.78
P18-00658	Project Lead the Way (PLTW)	Architecture/VC2E/PathE/ Supplies	Oak Park High School	010	4,195.62
P18-00703	Devereux Foundation dba Devereux TX Treatment Netw	SpEd - Devereux Children's Program	District-wide	010	26,687.86
P19-00070	Delta Education, LLC	ROES 1ST grade 18/19 Foss Science Consumables	Curriculum	010	2,045.68
P19-00128	Smart School Systems	OPHS 18/19 SmartMicro Scopes	Curriculum	010	4,616.04
P19-00148	West Pac Design, Inc.	T-Shirts for Extended Care Program Staff	Extended Care Program	120	800.75
P19-00149	Delta Education, LLC	OHES 18/19 FOSS for 1st	Curriculum	010	2,207.81
P19-00150	EcoRise Youth Innovations DBA EcoRise	2018/19 MCMS Biomimicry Curriculum	Curriculum	010	268.13
P19-00151	N2Y LLC	2018/19 MCMS Sp Ed Reading Program	Curriculum	010	638.41
P19-00152	Alpenspruce Education Solutions	Alludo Licenses 18/19 TOSA	Curriculum	010	600.00
P19-00153	Southwest School Supply	Recommended Equipment per Ergonomic Evals	Business Administration	010	880.36
P19-00154	Smith System Manufacturing Co	Project 18-26S, BES Collaborative Furniture	Curriculum	211	801.16
P19-00155	Time Warner Cable	2018/19 Mesh Network to Sites Internet Access	Business Administration	010	41,914.44
P19-00156	Lego Education	VCI: Supplies Eng. Pathway	Medea Creek Middle School	010	2,650.90
P19-00157	Krueger International, Inc.	Project 18-26S, BES Collaborative Furniture	Curriculum	211	794.72
P19-00158	STAR of California dba STAR of CA, ERA ED	SpEd - Behavior Training services	District-wide	010	2,550.76

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 08/01/2018 - 08/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00159	Houghton Mifflin Harcourt	OPIS Science Fusion/Go Math! 18/19	Curriculum	010	871.89
P19-00160	National Association of School Nurses	District Nurse - NASN Membership Renewal	District-wide	010	105.00
P19-00161	Turnitin, LLC	MCMS 18/19 Turnitin subscription	Curriculum	010	2,077.98
P19-00162	Membean Inc.	MCMS 18/19 Membean Subscription	Curriculum	010	5,714.55
P19-00163	Balfour Beatty Construction	Pro 18-10R Construction Mgt. Svs.	Business Administration	211	58,030.00
				213	9,450.00
P19-00164	Balfour Beatty Construction	Const. Mgmt. Svs. for the period 4/1/18-4/30/18	Business Administration	211	48,900.00
P19-00165	Balfour Beatty Construction	Const. Mgmt. Svs. for the period 5/1/18-5/31/18	Business Administration	211	51,890.00
P19-00166	Balfour Beatty Construction	Const. Mgmt. Svs. for the period 6/1/18-6/30/18	Business Administration	211	45,280.00
P19-00167	HEINEMANN	BES 2018/19 Up The Ladder	Curriculum	010	224.15
P19-00168	BE Publishing	MCMS 2018/19 EduTyping	Curriculum	010	964.18
P19-00169	Harley Ellis Devereaux	Proj 17-03R Art Court Architectural Svs.	Business Administration	213	12,300.00
P19-00170	Pearson Learning Group	OVHS Magruder American Gvt 2019 Edition	Curriculum	010	3,885.19
P19-00171	Finish Line Paving, Inc.	Restripe/number 8 parking stalls at OPHS	Business Administration	010	1,680.00
P19-00172	Fence Factory	Proj 18-24S Safety Security Fencing at Oak Park HS	Business Administration	211	49,870.00
P19-00173	Painting & Decor LTD	Painting of OPHS Kitchen Interior	Business Administration	211	2,500.00
P19-00174	Waisman Construction, Inc.	Proj 17-35S Kitchen Improvements at MCMS	Business Administration	211	1,105,000.00
P19-00175	Zangle National User Group	QUE User Conference	Business Administration	010	285.00
P19-00176	Dubuque Bank and Truck Co.	Pro 14-29F Lease/Purchase of Solar Install at OPHS	Business Administration	010	58,071.28
P19-00177	Accelerate Learning Inc.	BES 2018/19 4/5th Science Stemscopes	Curriculum	010	2,617.76
P19-00178	CR Print	GATE Brochures	Curriculum	010	433.30
P19-00179	Houghton Mifflin Harcourt	OHES GoMath! 4th Teacher Edition	Curriculum	010	101.40
P19-00180	School Innovations & Advocacy Deposits	2018/19 Consulting Svs. per Agreement	Business Administration	010	17,700.00
P19-00181	Hughes General Engineering	Proj 17-03R Remove 72lf. planter wall/4" chip OPHS	Business Administration	213	3,550.00
P19-00182	Johnstone Supply	Proj 18-34R Programmable TStats for EC Buildings	Business Administration	213	2,666.76
P19-00183	Ryan Communications	PORTABLE RADIOS FOR EXTENDED CARE PROGRAM	Extended Care Program	120	5,978.38
P19-00184	Document Systems	Copiers/Equip/Disc	Oak Park High School	010	853.71

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ESCAPE ONLINE

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## Includes Purchase Orders dated 08/01/2018 - 08/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00185	ACSA Membership Processing	ACSA Membership for Leadership	School Site Salaries-NonTeach	010	23,041.40
P19-00186	Pioneer Manufacturing Co.	Stencils/Band/mat & supp	Oak Park High School	010	256.02
P19-00187	Delta Education, LLC	ROES 18/19 Foss 1st grade	Curriculum	010	4,455.07
P19-00188	Office Depot Customer Service Center	Office Supplies for Construction Trailer	Business Administration	211	58.22
P19-00189	West Pac Design, Inc.	T-Shirts for Extended Care Program Staff	Extended Care Program	120	1,311.64
P19-00190	Airtek Indoor Air Solutions	Proj 18-34R Duct Cleaning EC Bldgs. OHES/ROES/MCMS	Business Administration	213	3,000.00
P19-00191	Omega Construction Company	Proj 18-37R Prime/Paint Portable Bldgs. R1/R2 MCMS	Business Administration	213	5,200.00
P19-00192	Salinas & Sons Rooter Service	Emergency Sewer Line Clearing at MCMS	Business Administration	010	825.00
P19-00193	Tree People	Kindergarten Field Trip to Tree People	Oak Hills Elementary School	010	375.00
P19-00194	Southwinds Transportation	Buses for Kindergarten Field Trip to Tree People	Oak Hills Elementary School	010	931.20
P19-00195	Childrens Museum of SB MOXI T he Wolf Museum of E&I	Kindergarten Field Trip to MOXI Museum	Oak Hills Elementary School	010	504.00
P19-00196	Southwinds Transportation	Buses for K Field Trip to MOXI Museum	Oak Hills Elementary School	010	1,131.20
P19-00197	D.Hauptman Co., Inc. DBA Fold A Goal	DON: Soccer Ties	Medea Creek Middle School	010	64.60
P19-00198	Community Educational Ent Ramona Brandes	Parent funded field trip--1st gr. Civic Arts	Red Oak Elementary School	010	1,200.00
P19-00199	Underwood Family Farms at Tierra Rejada	Parent funded field trip--1st Gr., Underwood Farms	Red Oak Elementary School	010	1,596.00
P19-00200	M&B Consultants & Sales	Accounting Services	Accounting & Payroll	010	2,362.50
P19-00201	Document Systems	Copiers/Equip/Disc	Oak Park High School	010	238.43
P19-00202	Cpm Educational Program	MCMS 2018/19 Algebra Connections	Curriculum	010	2,831.40
P19-00203	Delta Education, LLC	OHES 18/19 FOSS for 1st	Curriculum	010	211.42
P19-00204	Follett School Solutions, Inc.	18/19 Elem and Middle School Library Resource	Curriculum	010	4,196.16
P19-00205	School Specialty	SpEd classroom supplies	District-wide	010	70.25
P19-00206	School Health Corporation	District Nurse - CPR supplies	District-wide	010	8.11
P19-00207	Taft Electric Company	Construction for Proj 18-17F, Phase 2 Ext. Lights	Business Administration	010	135,782.00
P19-00208	Southwest School Supply	Project 18-26S, MCMS Collaborative Furniture	Curriculum	211	1,343.63
P19-00209	Carolina Biological Supply Co	Ecology Lab Supplies	Oak View High School	010	280.23
P19-00210	Ward's Natural Science	Ecology Classroom Supplies	Oak View High School	010	25.21
P19-00211	Flinn Scientific, Inc	Science Supplies	Oak View High School	010	86.24
P19-00212	Brodart Co.	Textbook barcode labels	Home Independent Study Program	010	111.70
P19-00213	Houghton Mifflin Harcourt	Biology - Teacher Resource	Home Independent Study Program	010	59.95

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 08/01/2018 - 08/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00214	Ready Refresh by Nestle	OPIS Water #002729877	Home Independent Study Program	010	800.00
P19-00215	Christine Brown	WASC Visit, 3-yr Review, Annual Reports	Home Independent Study Program	010	7,200.00
P19-00216	Fence Factory	Gate Installation at OHES/OPNS	Business Administration	010	4,340.89
P19-00217	Curriculum Associates	Quick-Word Handbooks for 2nd grade	Red Oak Elementary School	010	170.64
P19-00218	Textbook Warehouse Inc.	OPIS Huck Finn Book 2018/19	Curriculum	010	817.78
P19-00219	Textbook Warehouse Inc.	OPIS 18/19 Life Science Read/Note Take	Curriculum	010	426.86
P19-00220	Riley's American Heritage Farm dba Colonial Chesterfield	4th Grade Overnight Field Trip to Riley's Farm	Oak Hills Elementary School	010	12,190.00
P19-00221	Perma-Bound	OPHS 18/19 Hobbit Text Book	Curriculum	010	1,473.62
P19-00222	Drawing Board Printing	Envelopes/mat & supp/admin disc	Oak Park High School	010	339.13
P19-00223	McGraw-Hill	OPHS 18/19 AP Computer Science	Curriculum	010	1,584.38
P19-00224	Ventura County Schools	2018-19 Liability & Property Contribution	Business Administration	010	266,842.00
P19-00225	School Services of California	Conquering Budgets Workshop - Byron Jones	Accounting & Payroll	010	225.00
P19-00226	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Field Trip Transportation	Oak View High School	010	1,500.00
P19-00227	Island Packers Cruises	Anacapa Island Field Trip	Oak View High School	010	3,010.00
P19-00228	Long Beach Aquarium Of The	LB Aquarium Field Trip	Oak View High School	010	320.00
P19-00229	West Pac Design, Inc.	T-Shirts for Extended Care Program Staff	Extended Care Program	120	632.78
P19-00230	CR Print	Summer 2018 Reading/Passpor Certs	Curriculum	010	335.72
P19-00231	Pearson Learning Group	TE Microsoft Office 2016	Oak View High School	010	109.01
P19-00232	Displays2go	DON: Sidewalk Signs	Medea Creek Middle School	010	318.37
T19-00019	Certiport	CTEIG - GMetrix License	Oak Park High School	010	5,090.00
TB19-00011	American Express	Proj 18-31F 3D Printing Supplies	Technology Coordinator	211	5,000.00
<b>Total Number of POs</b>			<b>126</b>	<b>Total</b>	<b>2,746,740.17</b>

## Fund Recap

Fund	Description	PO Count	Amount
211	Measure S Facilities & Tech	1	117,518.22
213	Measure R FACILITIES Bond Fund	1	153,200.40
<b>Total Fiscal Year 2018</b>			<b>270,718.62</b>

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

ESCAPE ONLINE

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Includes Purchase Orders dated 08/01/2018 - 08/31/2018

## Fund Recap (continued)

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	98	990,055.56
120	Child Development Fund	8	21,796.77
130	Cafeteria Fund	2	1,000.00
211	Measure S Facilities & Tech	14	1,418,570.86
213	Measure R FACILITIES Bond Fund	7	44,598.36
		<b>Total Fiscal Year 2019</b>	<b>2,476,021.55</b>
		<b>Total</b>	<b>2,746,740.17</b>

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

ESCAPE ONLINE

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.1.a. DISTRICT OF CHOICE REPORTING REQUIREMENTS**

**ACTION**

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**ISSUE:** The board will receive a report from staff related to the mandated reporting requirements set forth in Education Code 48313 for all District of Choice districts.

**BACKGROUND:** Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This annual report summarizes the students enrolled into Oak Park for the current school year of 2018-19. In the past this report has been approved by the board and sent to adjoining districts during the month of May. However, beginning with the 2018-19 school year the reporting requirements have changed as a result of the new legislation that reauthorized the District of Choice program in 2017. This report is now due to adjoining districts and other agencies prior to October 15 of each school year. Following the board's review and approval this information will be disseminated to local adjoining districts, the County Office of Education, the State Superintendent of Instruction and the Department of Finance prior to October 15, 2018. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district under the DOC program, the race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals and the school district of residence of the transfers. The report shall also reflect the number of pupils who are classified as English learners or identified as individuals with exceptional needs. In addition to the data included in this report, the district is required to submit to adjoining districts information regarding the district's status as a school district of choice for the 2019-2020 school year. This information will be included in the cover letter that accompanies the annual report to all districts.

The report for 2018-19 is provided to the board as a separate attachment to this cover sheet. Staff will review with the board the data for the 2018-2019 school year and address any questions related to the information presented.

**FISCAL IMPACT:** The annual reporting requirement has no direct fiscal impact on the district's annual budget. However, if a District of Choice fails to report the required data, the State Superintendent shall withhold from the district's apportionment an amount attributable to the average daily attendance of all pupils enrolled through the school district of choice in the previous year. These funds are withheld until the school district reports the data.

**BOARD MEETING, September 17, 2018**  
District of Choice Reporting Requirements  
Page 2

- ALTERNATIVES:**
1. Approve the District of Choice Summary Report to adjoining districts
  2. Do not approve the District of Choice Summary Report to adjoining districts.
  3. Revise the District of Choice Summary Report to adjoining districts.

**RECOMMENDATION:**      Alternative #1.

Prepared by:  
Stewart McGugan  
Clifford E. Moore

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

OPUSD District of Choice Summary Report  
School Year 2018-2019

Revised 9/13/18

District	DOC	DOC	DOC Denied		**DOC	***DOC	DOC	EC46600	EC46600	EC46600	EC46600	#Total Inters into OPUSD	Fem	Male	EL	SP Needs	Free/Reduced	Amer Ind	Asian	Pacific Isla	Filipino	Hispanic	Afric Amer	White	New Inters out of OPUSD^
	Applied	Accepted	1*	2*	Withdrawn	No Show	Attending	Applied	Accepted	No Show	Attending														
CVUSD	100	100	0	0	37	11	52	30	30	0	30	82	48	34	8	1	8	0	15	0	4	6	1	56	27
LVUSD	90	90	0	0	40	15	35	9	9	0	9	44	23	21	5	1	3	0	11	0	0	6	3	24	19
LAUSD	214	214	0	0	97	25	92	25	25	0	25	117	55	62	9	6	11	0	15	0	3	24	7	68	0
MUSD	23	23	0	0	8	5	10	16	16	0	16	26	13	13	3	1	5	1	7	0	0	3	1	14	3
SVUSD	117	117	0	0	48	26	43	9	9	0	9	52	26	26	6	1	1	0	20	0	2	10	0	20	2
Burbank SD	0	0	0	0	0	0	0	4	4	2	2	2	0	2	0	0	0	0	0	0	0	0	2	0	0
SM/Malibu	0	0	0	0	0	0	0	3	3	1	2	2	0	2	0	0	0	0	0	0	0	0	0	2	0
Glendale SD	1	1	0	0	0	0	1	4	4	0	4	5	5	0	0	0	0	0	0	0	0	0	2	3	0
Other	12	12	0	0	5	0	7	1	1	0	1	8	2	6	0	0	1	1	0	0	2	0	1	4	0
	<b>557</b>	<b>557</b>	<b>0</b>	<b>0</b>	<b>235</b>	<b>82</b>	<b>240</b>	<b>101</b>	<b>101</b>	<b>3</b>	<b>98</b>	<b>338</b>	172	166	31	10	29	2	68	0	11	49	17	191	51
*Reasons:												(240 new students attending thru DOC and 98 attending thru 46600 for 2018-19)											36 New		
1 - No space due to established enrollment cap																							(15 Moved into OP)		
2 - Denial for Other Reasons																									
3 - Not eligible due to 3% or 10% cap restriction from district of residence																									
** Withdrawn prior to May 1, 2018																									
*** No Show or withdrawn after May 1, 2018																									
# Total Inters Into OPUSD - This number reflects all new District of Choice transfers, employment related transfers and EC 46600 transfers enrolled into Oak Park for school year 2018-2019																									
Note: These numbers do not include 39 new 46600 permit students who attended school in Oak Park last year, but moved to a new district and opted to continue school in Oak Park Unified.																									
These numbers include 14 from CVUSD, 11 from LVUSD, 8 from MUSD, 4 from SVUSD and 2 from LAUSD.																									
^ Out of OPUSD - This number reflects the students who have transferred out of OPUSD under all types of transfers and includes students who moved to OP, but chose to stay at their previous schools.																									
There are no students from Oak Park transferring out to other districts under the District of Choice option.																									

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.b. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES REPORT FOR FISCAL YEAR 2017-18**

ACTION

**ISSUE:** Shall the Board review and accept the unaudited actuals of revenues and expenditures for fiscal year 2017-18?

**BACKGROUND:** On September 11, 2018, the Oak Park Unified School District closed the financial records for the 2017-18 fiscal year. As outlined in Education Code 42100, the district must report its financial records in the format prescribed by the Superintendent of Public Instruction. The concluding financial report of the fiscal year, the Unaudited Actual Financial Report must be submitted to the Ventura County Office of Education no later than September 15th of each year. The District’s independent auditor has until December 15 to review the unaudited actuals for completeness, accuracy, and federal and state compliance. The District has ended the 2017-18 fiscal year with an unrestricted General Fund ending balance that is sufficient to meet the Designated Amount for Economic Uncertainties required by Education Code. The 2017-18 Unaudited Actuals Report may be accessed at the following link: <https://goo.gl/ZgqCCW>

**FISCAL IMPACT:** None; annual reporting mandated by Education Code 42100.

- ALTERNATIVES:**
1. Accept the unaudited actual revenues, expenditures, and fund balances report for fiscal year 2017-18 as presented.
  2. Do not accept the 2017-18 year-end actuals report.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.c. APPROVE UPDATED 2018-19 GENERAL FUND OPERATING BUDGET**  
**DISCUSSION/ACTION**

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**ISSUE:** Shall the Board of Education receive and discuss updated information pertaining to the District’s 2018-19 budget, and as appropriate, approve changes to the Adopted Budget as recommended by Administration?

**BACKGROUND:** At this evening’s meeting, Business and Administrative Services will provide the most current information pertaining to the 2018-19 operating budget. Included in this discussion will be the Administration’s recommendation for modification of the District’s Adopted Budget to reflect the State’s adopted budget, as well as actual OPUSD student enrollment and personnel staffing, and revised projected revenues, expenses, and reserves. The proposed budget revision and accompanying narrative can be accessed at the following link: <https://goo.gl/q9yXJN>. The proposed revision also includes all stipends. A list of those stipends, which require approval by the Board, can be accessed at the following link: <https://goo.gl/mj9V3k>

**FISCAL IMPACT:** Upon the Board’s approval, the budget revision will become the District’s 2018-19 operating budget.

- ALTERNATIVES:**
1. Approve revisions to the District’s 2018-19 Adopted Budget, including the list of stipends, as recommended by the Administration.
  2. After discussion, provide direction to staff to incorporate specified budget priorities and revisions to the 2018-19 Adopted Budget, including any revisions to the proposed stipend list for the Board’s action at its October 2018 meeting.
  3. Do not approve the recommended changes to the 2018-19 District budget.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.d. AUTHORIZE USE OF MEASURE S BOND FUNDS, PROJECT 18-38S, FOR EXTENDED CARE FACILITY FURNITURE AND EQUIPMENT ACQUISITION**

ACTION

**ISSUE:** Shall the Board authorize the use of Measure S Bond Funds for Project 18-38S, Extended Care Facility Furniture and Equipment Acquisition?

**BACKGROUND:** The first-year budget for the District’s new Extended Care/Club Oak Park program includes \$100,000 for furniture and equipment acquisition. This has contributed to a projected first-year operating deficit of \$191,000 in Fund 120 (Child Development Fund). In order to reduce the deficit in Fund 120, and to avoid a contribution from Fund 010 (General Fund) to make up the shortfall, staff is recommending that the \$100,000 allocation for the one-time expense for program furniture and equipment be budgeted instead from the Measure S bond fund (Fund 211). The Measure S authorizing resolution specifically provides for the “furnishing and equipping” of classrooms. It is recommended that the Board authorize the use of Measure S Bond Funds for Project 18-38S, in the amount of \$100,000, for the acquisition of facility furniture and equipment for the Extended Care/Club Oak Park program.

**FISCAL IMPACT:** Approval of this item will provide necessary one-time funding for program start up furniture and equipment, while reducing or avoiding impact on Fund 010 (General Fund) and Fund 120 (Child Development Fund).

- ALTERNATIVES:**
1. Authorize the use of Measure S Bond Funds, in the amount of \$100,000, for Project 18-38S, for the acquisition of facility furniture and equipment for the Extended Care/Club Oak Park program.
  2. Do not approve the use of Measure S Bond Funds for this purpose.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.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**

ACTION

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**ISSUE:** Shall the Board 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.

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

Bidders subject to this requirement shall include the general contractor and, if utilized, all electrical, mechanical, and plumbing subcontractors licensed pursuant to Business and Professions Code 7058, specifically contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46 licenses. Resolution 20174/2018-32 outlines specific obligations required pursuant to AB 1565 and PCC 20111.6.

It is recommended the Board of Education 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. Approval of this item supports the goals identified within the District's Facility Needs Assessment and Measure S Master Plan. The resolution can be accessed at the following link: <https://goo.gl/Byvj5D>

**FISCAL IMPACT:** None.

**ALTERNATIVES:**

1. 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.
2. Do not approve Resolution 18-21.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, SEPTEMBER 17, 2018  
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  
Page 2

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.f. APPROVE DISPOSAL OF OBSOLETE PERSONAL PROPERTY – TECHNOLOGY EQUIPMENT**

ACTION

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

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

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

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

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

- ALTERNATIVES:**
1. Declare the accompanying list of obsolete equipment as surplus, and authorize the Director of Educational technology to arrange for the sale and disposal to certified eWaste recycler per the provisions EC 17546.
  2. Do not declare the accompanying list of obsolete equipment as surplus.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

Oak Park Unified School District  
Board Meeting, September 17, 2018

**Approve Disposal of Obsolete Personal Property – Technology Equipment**

Description	Asset Tag	Make	Model	Serial Number
<b><u>Computers - iMacs</u></b>				
do-repair-0092	T-0092	Apple	iMac Intel (Early 2008)	QP82621ZZE5
do-repair-0105	T-0105	Apple	iMac Intel (Early 2008)	QP82621CZE5
HS-H15-0234	T-0234	Apple	iMac Intel (Early 2008)	QP826205ZE5
HS-H12-0245	T-0245	Apple	iMac Intel (Early 2008)	QP8261VUZE6
do-parts-0254	T-0254	Apple	iMac Intel (Early 2008)	QP8261CVZE6
hs-c5lab-teach	T-0255	Apple	iMac Intel (Early 2008)	QP8261VYZE6
B-MAINT-IM	T-0264	Apple	iMac Intel (Early 2008)	QP8261VMZE6
do-repairvc-0268	T-0268	Apple	iMac Intel (Early 2008)	QP8261VTZE6
HS-E2-0280	T-0280	Apple	iMac Intel (Early 2008)	QP82618ZZE5
HS-B2-0282	T-0282	Apple	iMac Intel (Early 2008)	QP82619NZE5
DO-MAINT-IM	T-0295	Apple	iMac Intel (Early 2008)	QP8261Z7ZE5
OH-PE-0306	T-0306	Apple	iMac Intel (Early 2008)	QP8261U3ZE5
OH-BFAY-IM	T-0312	Apple	iMac Intel (Early 2008)	QP8261ZPZE5
DO-APRESCOTT-IM	T-0488	Apple	iMac Intel (Early 2008)	QP83024PZE5
hs-mbolyog-im	T-0491	Apple	iMac Intel (Early 2008)	QP83025PZE5
hs-athdir-im	t-0492	Apple	iMac Intel (Early 2008)	QP8300K1ZE5
hs-ahunt-im	T-0493	Apple	iMac Intel (Early 2008)	QP830247ZE5
hs-katkins-im	T-0494	Apple	iMac Intel (Early 2008)	QP83025JZE5
hs-lang-0498	T-0498	Apple	iMac Intel (Early 2008)	QP83024UZE5
HS-H13-0499	T-0499	Apple	iMac Intel (Early 2008)	QP83025QZE5
B-KSHAVER-IM	T-0502	Apple	iMac Intel (Early 2008)	QP83022HZE5
hs-jbarnett-im	T-0505	Apple	iMac Intel (Early 2008)	QP830261ZE5
mc-c17-0742	T-0742	Apple	iMac Intel (Early 2008)	QP83024JZE5
MC-E1-1032	T-1032	Apple	iMac Intel (Mid 2007)	QP75137BX88
DO-TMAJED-IM	T-1079	Apple	iMac Intel (Early 2008)	QP82704TOKM
HS-H15-3660	T-3660	Apple	iMac Intel (Mid 2007)	W87322XGX88
HS-H13-3662	T-3662	Apple	iMac Intel (Mid 2007)	W87322Z1X88
DO-CONF-IM	T-3663	Apple	iMac Intel (Mid 2007)	W873237RX88
HS-H16-3664	T-3664	Apple	iMac Intel (Mid 2007)	W87322YAX88
HS-H11-3665	T-3665	Apple	iMac Intel (Mid 2007)	W87322VLX88
OV-SALLEN-IM	T-3667	Apple	iMac Intel (Mid 2007)	W87322WUX88
mc-c8-3669	T-3669	Apple	iMac Intel (Mid 2007)	W873238NX88
HS-H6-3670	T-3670	Apple	iMac Intel (Mid 2007)	W8732383X88
mc-c8-3673	T-3673	Apple	iMac Intel (Mid 2007)	W873236UX88
DO-MMARTINE-IM	T-3675	Apple	iMac Intel (Mid 2007)	W873236TX88
HS-H14-3676	T-3676	Apple	iMac Intel (Mid 2007)	W87322PFX88
HS-H13-3678	T-3678	Apple	iMac Intel (Mid 2007)	W87322X7X88
HS-H12-3679	T-3679	Apple	iMac Intel (Mid 2007)	W87322W3X88
HS-H14-3682	T-3682	Apple	iMac Intel (Mid 2007)	W87322XTX88
HS-H16-3683	T-3683	Apple	iMac Intel (Mid 2007)	W87322VPX88
mc-d1t1lab-3685	T-3685	Apple	iMac Intel (Mid 2007)	W87322NZX88

Oak Park Unified School District  
Board Meeting, September 17, 2018

**Approve Disposal of Obsolete Personal Property – Technology Equipment**

Description	Asset Tag	Make	Model	Serial Number
hs-mklameck-im	T-3686	Apple	iMac Intel (Mid 2007)	W87322X6X88
HS-C6-3687	T-3687	Apple	iMac Intel (Mid 2007)	W87322XLX88
HS-H14-3688	T-3688	Apple	iMac Intel (Mid 2007)	W87322X4X88
HS-H11-3689	T-3689	Apple	iMac Intel (Mid 2007)	W87322YFX88
HS-C6-3690	T-3690	Apple	iMac Intel (Mid 2007)	W87322YPX88
HS-H14-3691	T-3691	Apple	iMac Intel (Mid 2007)	W873237UX88
HS-F7-IM	T-3693	Apple	iMac Intel (Mid 2007)	W87322W2X88
HS-C6-3696	T-3696	Apple	iMac Intel (Mid 2007)	W87322NUX88
HS-H12-3697	T-3697	Apple	iMac Intel (Mid 2007)	W87322P1X88
HS-H11-3698	T-3698	Apple	iMac Intel (Mid 2007)	W87322NTX88
HS-H10-3699	T-3699	Apple	iMac Intel (Mid 2007)	W87322VXX88
HS-H13-3700	T-3700	Apple	iMac Intel (Mid 2007)	W87322NXX88
HS-C6-3702	T-3702	Apple	iMac Intel (Mid 2007)	W87322YTX88
HS-H13-3703	T-3703	Apple	iMac Intel (Mid 2007)	W87322W8X88
HS-H14-3704	T-3704	Apple	iMac Intel (Mid 2007)	W87322WGX88
HS-H12-3706	T-3706	Apple	iMac Intel (Mid 2007)	W87322X4X88
MC-VTORRES-IM	T-3708	Apple	iMac Intel (Mid 2007)	W87322PEX88
HS-H12-3841	T-3841	Apple	iMac Intel (Mid 2007)	W87322XXX88
mc-asb-im		Apple	iMac Intel (Mid 2007)	W87430MIX8A
DO-LOANER4-IM		Apple	iMac Intel (Early 2008)	QP82704Q0KM
DO-MNUDD-BC		Apple	iMac Intel (Early 2008)	QP82704T0KM
HS-CUSTODIAN-IM		Apple	iMac Intel (Early 2008)	QP8261D1ZE6
HS-H16-0239		Apple	iMac Intel (Early 2008)	QP8261CAZE6
hs-kbowman-im		Apple	iMac Intel (Early 2008)	QP830246ZE5
oh-music-im		Apple	iMac Intel (Early 2008)	QP8301QSZE5
opusd-imac-009		Apple	iMac Intel (Early 2008)	QP830256ZE5
<b><u>Laptops</u></b>				
ps-student-0726	T-0726	Apple	13-inch MacBook (Late 2006)	W87230KQYA7
ps-student-1615	T-1615	Apple	13-inch MacBook (Late 2006)	W87230KVYA7
b-food-0443	T-0443	Apple	MacBook (13-inch 2008)	W8830HPV0P1
do-loaner3-mb		Apple	MacBook (13-inch Aluminum 2008)	W89157HQ8QR
hs-h13-0393	T-0393	Apple	MacBook (13-inch 2008)	W882550R0P1
hs-h13-0394	T-0394	Apple	MacBook (13-inch 2008)	W882554D0P1
hs-h13-0395	T-0395	Apple	MacBook (13-inch 2008)	W88255D60P1
hs-h13-0402	T-0402	Apple	MacBook (13-inch 2008)	W8830B140P1
oh-food-0441	T-0441	Apple	MacBook (13-inch 2008)	W8830HTF0P1
oh-staffID-mb		Apple	MacBook (13-inch 2008)	W88255MC0P1
PS-STU-0356	T-0356	Apple	MacBook (13-inch 2008)	W88255CD0P1
PS-STU-1191	T-1191	Apple	MacBook (13-inch 2008)	W882553M0P1
R-CAFEPOS-MB		Apple	MacBook (13-inch 2008)	W88254JRO1P1
r-staffID-mb		Apple	MacBook (13-inch 2008)	W88255N10P1

Oak Park Unified School District  
Board Meeting, September 17, 2018

**Approve Disposal of Obsolete Personal Property – Technology Equipment**

Description	Asset Tag	Make	Model	Serial Number
B-ELL-MB	T-1146	Apple	MacBook (13-inch Early 2009)	W8924SER9GU
B-ELL1-MB		Apple	MacBook (13-inch Early 2009)	W8924SEA9GU
B-ELL2-MB	T-1147	Apple	MacBook (13-inch Early 2009)	W8924SES9GU
do-mtabares-mb		Apple	MacBook (13-inch Early 2009)	WQ9210699GU
hs-el-1217	T-1217	Apple	MacBook (13-inch Early 2009)	459500S49GU
hs-el-1222	T-1222	Apple	MacBook (13-inch Early 2009)	459500R99GU
hs-el-1228		Apple	MacBook (13-inch Early 2009)	W89361HU9GU
hs-el-1231	T-1231	Apple	MacBook (13-inch Early 2009)	459461DB9GU
HS-FOOD-2678		Apple	MacBook (13-inch Early 2009)	W8921YLQ9GU
hs-i3-1139		Apple	MacBook (13-inch Early 2009)	W8924C4Y9GU
hs-i3-2590	T-2590	Apple	MacBook (13-inch Early 2009)	WQ9210979GU
hs-scicow-1113	T-1113	Apple	MacBook (13-inch Early 2009)	WQ92105J9GU
hs-scicow-2606	T-2606	Apple	MacBook (13-inch Early 2009)	WQ9210709GU
hs-scicow-2607	T-2607	Apple	MacBook (13-inch Early 2009)	WQ92107T9GU
hs-scicow-2608	T-2608	Apple	MacBook (13-inch Early 2009)	WQ92101E9GU
hs-scicow-2610	T-2610	Apple	MacBook (13-inch Early 2009)	W8921VFT9GU
hs-scicow-2611	T-2611	Apple	MacBook (13-inch Early 2009)	WQ9210849GU
hs-scicow-2612	T-2612	Apple	MacBook (13-inch Early 2009)	W8921VDU9GU
hs-scicow-2613	T-2613	Apple	MacBook (13-inch Early 2009)	WQ92101C9GU
hs-scicow-2614	T-2614	Apple	MacBook (13-inch Early 2009)	WQ92109W9GU
hs-scicow-2615	T-2615	Apple	MacBook (13-inch Early 2009)	WQ9210949GU
hs-scicow-2616	T-2616	Apple	MacBook (13-inch Early 2009)	WQ92106Q9GU
hs-scicow-2617	T-2617	Apple	MacBook (13-inch Early 2009)	WQ92107S9GU
hs-scicow-2618	T-2618	Apple	MacBook (13-inch Early 2009)	WQ92109A9GU
hs-scicow-2619	T-2619	Apple	MacBook (13-inch Early 2009)	WQ9210459GU
hs-scicow-2621	T-2621	Apple	MacBook (13-inch Early 2009)	WQ92109G9GU
hs-scicow-2622	T-2622	Apple	MacBook (13-inch Early 2009)	WQ9210339GU
hs-scicow-2623	T-2623	Apple	MacBook (13-inch Early 2009)	WQ9210659GU
hs-scicow-2624	T-2624	Apple	MacBook (13-inch Early 2009)	WQ92101F9GU
hs-scicow-2625	T-2625	Apple	MacBook (13-inch Early 2009)	WQ92106W9GU
hs-textbooks-7		Apple	MacBook (13-inch Early 2009)	W8921Y039GU
hs-txtbooks8-mp		Apple	MacBook (13-inch Early 2009)	WQ9210329GU
ps-iep-1229		Apple	MacBook (13-inch Early 2009)	459461EL9GU
r-d55cow-1116	T-1116	Apple	MacBook (13-inch Early 2009)	WQ92108E9GU
r-d55cow-1118	T-1118	Apple	MacBook (13-inch Early 2009)	WQ9210879GU
r-d55cow-1119	T-1119	Apple	MacBook (13-inch Early 2009)	WQ92105W9GU
r-d55cow-1151	T-1151	Apple	MacBook (13-inch Early 2009)	WQ92109P9GU
r-d55cow-1152	T-1152	Apple	MacBook (13-inch Early 2009)	WQ92109Z9GU
r-d55cow-1153	T-1153	Apple	MacBook (13-inch Early 2009)	WQ9210759GU
r-d55cow-1154	T-1154	Apple	MacBook (13-inch Early 2009)	WQ92109U9GU
r-d55cow-1157	T-1157	Apple	MacBook (13-inch Early 2009)	WQ92109K9GU
r-d55cow-1158	T-1158	Apple	MacBook (13-inch Early 2009)	WQ9210A69GU

Oak Park Unified School District  
Board Meeting, September 17, 2018

**Approve Disposal of Obsolete Personal Property – Technology Equipment**

Description	Asset Tag	Make	Model	Serial Number
r-d55cow-1159	T-1159	Apple	MacBook (13-inch Early 2009)	WQ92109R9GU
r-d55cow-1160	T-1160	Apple	MacBook (13-inch Early 2009)	WQ9210929GU
r-d55cow-1215	T-1215	Apple	MacBook (13-inch Early 2009)	4595004S9GU
r-d55cow-1223		Apple	MacBook (13-inch Early 2009)	459500NX9GU
r-d55cow-1259	T-1259	Apple	MacBook (13-inch Early 2009)	WQ9213GL9GU
r-d55cow-1274	T-1274	Apple	MacBook (13-inch Early 2009)	WQ9213GT9GU
r-d55cow-1660	T-1660	Apple	MacBook (13-inch Early 2009)	WQ9213GM9GU
r-d55cow-2725	T-2725	Apple	MacBook (13-inch Early 2009)	WQ9213KZ9GU
r-d55cow-2994	T-2994	Apple	MacBook (13-inch Early 2009)	WQ9213EG9GU
r-food-2721	T-2721	Apple	MacBook (13-inch Early 2009)	WQ9213JW9GU
IS-SBODDEN-M		Apple	MacBook (13-inch Early 2009)	W8921YKA9GU
OPUSD3589	T-0458	Dell	Latitude 520	FJZVZC1
OPUSD3569	T-0069	Dell	Latitude 520	CMBTZC1

**Peripherals**

SMART Document Camera 280	T-2973
SMART Document Camera 280	T-0821
SMART Document Camera 280	T-2978
SMART Document Camera 280	T-0786
SMART Document Camera 280	T-0784
SMART Document Camera 280	T-2990
SMART Document Camera 280	T-0797
SMART Document Camera 280	T-0813
SMART Document Camera 280	T-0842
SMART Document Camera 280	T-0823
SMART Document Camera 280	T-0825
SMART Document Camera 280	T-0777
SMART Document Camera 280	T-0820
SMART Document Camera 280	T-0791
SMART Document Camera 280	T-0819
SMART Document Camera 280	T-2974
HoverCam	T-1645
SMART Slate WS200	T-1569
SMART Slate WiS200	T-1491
Kodak EasyShare M753, 7.0 Megapixel	T-2747
Flip Video mino HD	T-2762
Flip Video mino HD	T-2763
Kodak EasyShare M753, 7.0 Megapixel	T-2740
Kodak EasyShare M753, 7.0 Megapixel	T-2739
Kodak EasyShare M753, 7.0 Megapixel	T-2738
Tuff Cam 2	T-2815
Tuff Cam 2	T2813

Oak Park Unified School District  
Board Meeting, September 17, 2018

**Approve Disposal of Obsolete Personal Property – Technology Equipment**

Description	Asset Tag	Make	Model	Serial Number
Tuff Cam 2	T-2814			
Tuff Cam 2	T-2812			
Dell Laser Printer 1720	T-1120			
Brother High Speed Laser Printer	T-2904			
Brother Laser Printer with Duplex	T-1060			
Brother Laser Printer with Duplex	T-1445			
Brother High Speed Laser Printer	T-2913			
Apple A1181 Macbook MB403LL	T-1035			
iMac	T-3673			
iMac	T-3669			
Brother High Speed Laser Printer	T-2997			
Windows XP Professional Dell Coi	T-0189			
Brother High Speed Laser Printer	T-2021			
SMART Slate	T-1494			
SMART Slate	T-1560			
SMART Slate	T-1537			
SMART Slate	T-1482			
Dell 1703FPs Monitor	T-0139			
Dell AS501 Soundbar	T-0658			

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.g. AUTHORIZE AND AWARD CONTRACTS FOR PROJECT 18-39S, EV CHARGING STATION AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize and award contracts for Project 18-39S, EV Charging Station at Medea Creek Middle School, to be funded from a Ventura County Air Quality Management District grant and the Measure S bond fund?

**BACKGROUND:** Included in the planning of the districtwide solar installation was the intention to provide additional EV charging stations when feasible to take further advantage of the utility savings. One such addition has been identified at Medea Creek Middle School (MCMS), as OPUSD is eligible for an \$8,200 grant from the Ventura County Air Quality Management District (VCAQMD) to assist with offsetting acquisition costs. This would double the capacity at MCMS by adding a dual charger adjacent to one already located at the site.

Expected to be completed in early Fall 2018, the proposed scope of work provides for one additional dual EV charging station. The project budget, including equipment and installation at \$17,753, less the VCAQMD grant of \$8,135, is \$9,618. A copy of the grant application and equipment and construction proposals follows for the Board's information and review.

The Board is requested to authorize Project 18-39S, approving a grant agreement with VCAQMD, and the award contracts to ABM Electrical Power Service in the amount of \$8,135, for acquisition of the dual EV charging station, and to Taft Electric Company, in the amount of \$9,618, for the necessary equipment installation and related site and electrical construction.

**FISCAL IMPACT:** This project will be funded by a \$8,135 VCAQMD grant and from the Measure S bond fund in the amount of \$9,618.

**ALTERNATIVES:**

1. Authorize Project 18-39S, EV Charging Station at Medea Creek Middle School, approving a grant agreement with VCAQMD, and the award contracts to ABM Electrical Power Service in the amount of \$8,135, for one dual EV charging station staff, and to Taft Electric Company, in the amount of \$9,618, for equipment installation and related site and electrical work, to be funded from the VCAQMD grant and the Measure S bond fund
2. Do not authorize staff to proceed with this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, SEPTEMBER 17, 2018  
Authorize and Award Contracts for Project 18-39S,  
EV Charging Station at Medea Creek Middle School  
Page 2

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

August 29, 2018

**Transmittal via Email Only**  
Stan Cowen <stan@vcapcd.org>

Ventura County Air Pollution Control District  
Stan Cowen, APCD Engineer  
669 County Square Drive, Second Floor  
Ventura, CA 93003

**SUBJECT: GRANT FUNDING APPLICATION FOR ONE (1) DUAL CHARGE POINT STATION FOR ELECTRIC VEHICLES**

Dear Mr. Cowen,

Oak Park Unified School District (OPUSD) would like to submit this application letter for grant funding to install one (1) dual charge point station for electric vehicles. This charging station will serve district faculty, staff, students and visitors with their electric vehicle charging needs.

Consistent with its current practice, it is the intention of OPUSD to provide this service to faculty, staff and students at no charge. Off-campus visitors will be able access charging via use of their ChargePoint card, or other form of payment.

We propose to install one ChargePoint CT-4021 dual bollard charging station at Medea Creek Middle School (MCMS). The proposed station is intended to be installed immediately adjacent to the dual bollard charging station unit previously installed at MCMS last year (please refer to the attached diagram). The two stations will be configured to have the one unit installed last year communicate with the internet as a "gateway" unit and the new station acting as a "slave" to the gateway unit. In this way, not only will OPUSD be able to monitor usage via the internet, but will have the option to add more "slave" units to the system in the future.

ABM Electrical Power Services has provided the attached quotation for the proposed non-gateway unit, in the amount of \$8,134.25. Taft Electric has given OPUSD a proposal of \$9,618.00 for installation and repair to concrete related to the project. The proposed cost for the entire project totals \$17,752.25.

Thank you for your consideration of the Oak Park Unified School District's grant application. Please do not hesitate to contact me if you have any questions.

Very truly yours,

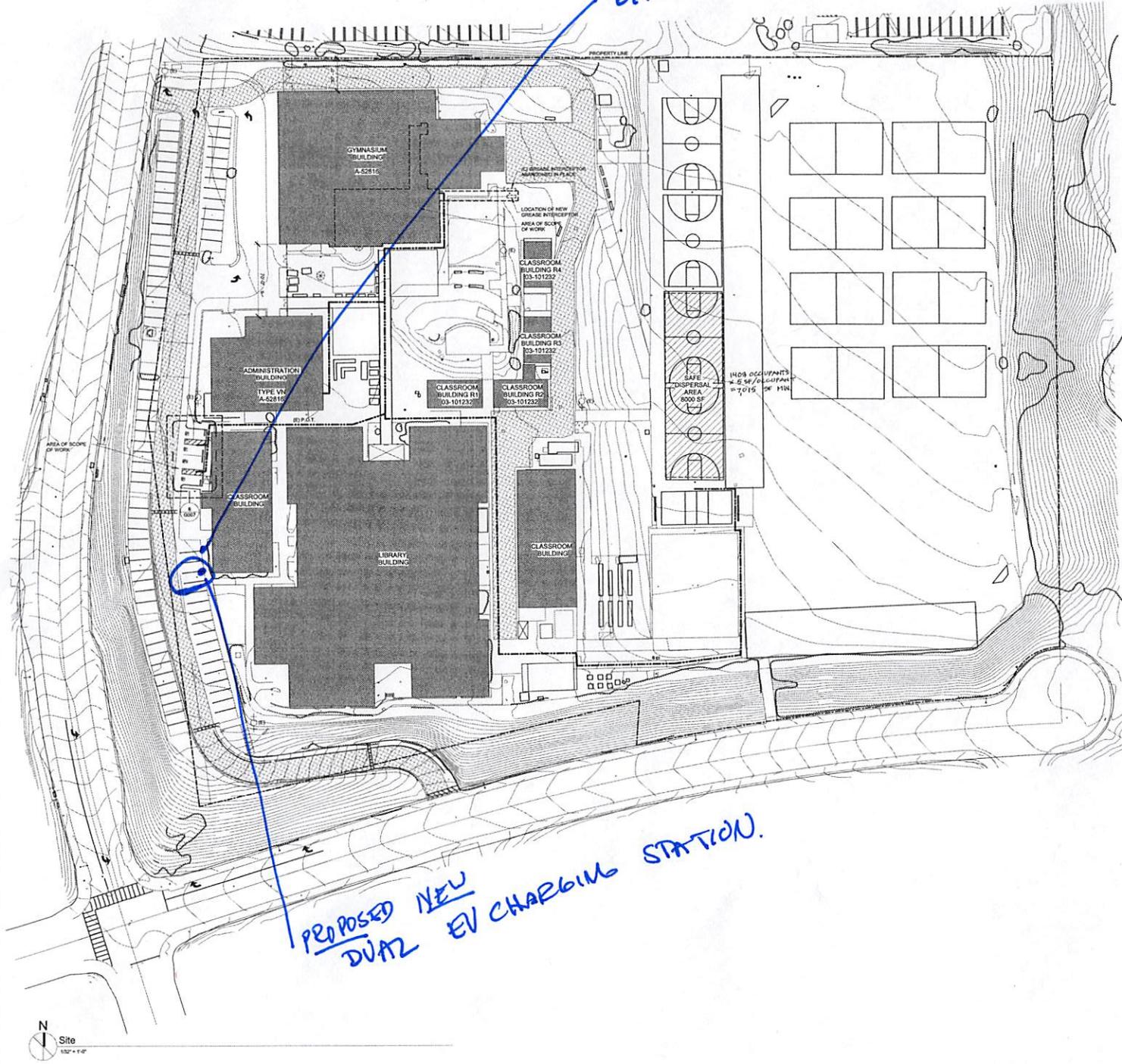


Martin Klauss  
Assistant Superintendent  
Business and Administrative Services

5/10/2018 8:54:01 PM

EXISTING DUAL EV CHARGING STATION

PROPOSED NEW DUAL EV CHARGING STATION



**LEGEND**

- (E) PROPERTY LINE
- (E) P.O.T. = PATH OF TRAVEL
- (E) FENCE LINE
- █ (E) BUILDING
- AREA OF SCOPE OF WORK
- ▨ FIRE TRUCK ACCESS LANE
- + (E) F.H.
- + (N) F.H.
- LINES OF CONSTRUCTION FENCE

**SITE NOTES**

A. PATH OF TRAVEL (P.O.T.) AS INDICATED IS A BARRIER FREE ACCESSIBLE ROUTE AT LEAST 48 INCH WIDE WITHOUT ANY ABRUPT VERTICAL CHANGES EXCEEDING 1/2" AT 1/3 MAXIMUM SLOPE. EXCEPT THAT LEVEL CHANGES DO NOT EXCEED 1/4" VERTICAL. MAXIMUM CROSS-SLOPE 2% TYPICAL AND MAXIMUM SLOPE IN THE DIRECTION OF TRAVEL IS 5% OR LESS, UNLESS OTHERWISE NOTED.

B. P.O.T. SHALL BE MAINTAINED FREE OF OVERHEAD OBSTRUCTIONS TO 8' MINIMUM (CBC CHAP 11) AND SIDE OBJECTS PROTRUDING GREATER THAN 4" INTO P.O.T. BETWEEN 27" AND 80" INCHES ABOVE THE FINISHED FLOOR (CBC CHAPTER 11B DIVISION 4).

**PARKING NOTES**

- FOR TYPICAL SYMBOLS AND ABBREVIATIONS, SEE SHEET G002
- ADA PARKING SPACES REQUIRED: FOR A PARKING FACILITY OF 75-100 SPACES, PROVIDE A MIN. OF 4 ACCESSIBLE SPACES, OF WHICH ONE IS A VAN SPACE. FOR DETAILS SEE G007. TOTAL SPACES = 85 STANDARD + ADA



OAK PARK UNIFIED SCHOOL DISTRICT

MEDEA CREEK MIDDLE SCHOOL KITCHEN

1502 DUMMAY RD  
OAK PARK, CA 91377

Date: Revised For:  
01/10/2018 HEALTH SUBMITTAL  
03/02/2018 ISA SUBMITTAL  
04/13/2018 ISA BACK CHECK

REGISTRATION STAMP  
DIV. OF THE STATE ARCHITECT  
03/19/2018  
ACS  
DATE: MAY 14 2018

**HED**  
811 South Figueroa Street  
Suite 510  
Los Angeles, California  
90071 USA  
(213) 942-4300  
WWW.HEDDESIGN.COM



2017-03-06-005  
SITE PLAN

A100



**ABM Electrical Power Services**  
 14201 Franklin Avenue  
 Tustin, CA 92780  
 Office 949.330.3060  
 Mobile 949.344.1698  
[kent.ellis@abm.com](mailto:kent.ellis@abm.com)

**EV Charging Station Infrastructure Proposal**

Proposal # KBE-04172017OPUSD 1  
 Date: August 16, 2018  
 Customer: Oak Park Unified School District  
 899 Kanan Park  
 Oak Park, CA 91377

Site ID: Medea Creek Middle School  
 1002 Doubletree Road  
 Oak Park, CA 91377  
 Annett Segal  
 818 735-3254  
[asegal@opusd.org](mailto:asegal@opusd.org)

**Scope of Work**

1) Supply the charging station for this site.

**New Electrical Service**

A. None

**EV Charging Equipment - ABM Responsibility**

B. Supply one (1) ChargePoint CT-4021 dual bollard charging station, non-gateway.

**NOTES:**

If these stations are installed more than 100ft from existing ChargePoint CT-4000 charging stations or without a clear line of site (no walls/ shrubs blocking), a CT-4021 gateway (GW1) unit will be required and a \$515.00 change order issued.

Additionally, these CT-4000 series charging stations CANNOT connect to gateways on ChargePoint CT-2000 series charging stations. A CT-4021 gateway (GW2) unit will be required and a \$515.00 change order issued.

**Site Host (Oak Park Unified School District Responsibility with own Electrician)**

1) Complete 100% of the installation.

- A. Install two (2) 40A, 208v circuit breakers.
- B. Pour one (1) 2ft x 2ft x 2ft concrete pad and install anchor bolts.
- C. Install conduit and two (2) sets of wire.
- D. Assemble the charging station
- E. Mount the charging station
- F. Connect the circuits.
- G. Conduct factory proper start-up testing
- H. Activate the charging station on the ChargePoint cloud network.

**Exclusions/Clarifications:**

- 1) Permitting does not include additional requirements from zoning issues or previous site problems with the municipalities
- 2) Does not include abatement of hazardous materials that may be discovered during the course of the project
- 3) At times, signal boosting antennae are required for the wireless features of some charging stations to function properly. During the original site visit we make every effort to determine the need for signal boosting antennae. However, even if signal boosting antennae are not included with this quote, a need could arise in the future. Due to the nature of cellular networks possible interference and line of sight obstructions could create the need for some antennae. Once the installation of the charging station(s) has been completed, the functionality of the wireless network capabilities will be tested. If at that time or any time thereafter it is determined signal boosting antennae are required, a separate quote will be provided.

Part Number	QTY.	Description	Price Each	Ext. Price
CT-4021	1	ChargePoint dual pedestal mount charging station, 18' cables, non-gateway	\$ 6,695.00	\$ 6,695.00
CT4001-CCM	1	ChargePoint Bollard Concrete Mounting Kit	\$ 95.00	\$ 95.00
<b>SUBTOTAL EQUIPMENT:</b>				<b>\$ 6,790.00</b>
CPCLD-COMMERCIAL-1	2	ChargePoint Commercial Network Service plan 1-year pre-paid per port	\$ 280.00	\$ 560.00
<b>SUBTOTAL SERVICES:</b>				<b>\$ 560.00</b>
<b>TOTAL:</b>				<b>\$ 7,350.00</b>
Sales, use or other indirect pass-through taxes will be imposed as required by state statutes in accordance with laws covering separated charges for materials, installation labor, optional warranty coverage and software updates.			7.50%	\$ 509.25
	1	EV Unit Shipping & Handling	\$ 275.00	\$ 275.00
<b>GRAND TOTAL:</b>				<b>\$ 8,134.25</b>

## **ABM Electrical Power Services (ABMEPS) Terms and Conditions**

**Terms of Payment:** 1. Terms are net thirty (30) days. Any invoice not paid within thirty (30) days from the date of invoice will be subject to a service charge equal to the lesser of One and One-half percent (1.5%) per month on account balances or the maximum percentage permitted by law. 2. At ABMEPS's option, customers may be invoiced on a monthly basis for services provided over more than one month. 3. All pricing and payment terms contained herein are contingent upon a favorable Credit Report for the customer/client to whom this quotation is provided. Upon receipt of a less than favorable credit report ABMEPS reserves the right to withdraw this proposal, modify the pricing, or require payment when services are rendered, or advance payment of the total job quotation before providing services. 4. For material purchases in excess of \$50,000, ABMEPS reserves the option to invoice 50% of the total at the time of material order and the remaining 50% at the time of material delivery. 5. Customer agrees to pay ABMEPS, to the extent permitted by applicable law, all costs and expenses, including but not limited to reasonable attorney's fees, incurred by ABMEPS in connection with any collection activities or actions to collect unpaid invoices under this quotation.

**Delays:** ABMEPS shall not be liable for delays or performance resulting from causes beyond its reasonable control, acts of God, acts or omissions of Buyer, fire, strike or other labor difficulty. Should there be a delay, the date of delivery or performance shall be extended.

**Cancellation:** Notice of cancellation of services to be performed must be received thirty-six (36) hours prior to the agreed upon date and time. Unless such notification is provided, charges will be incurred. These charges will be ABMEPS's cost plus ten percent (10%) and will include any rental equipment for the Project.

**Disclaimer:** ABMEPS assumes no responsibility for any damage or injury to any property caused directly or indirectly as a result of ABMEPS performing its duties under this agreement except such damage or injury that may be held to result solely and directly from or out of: Any grossly negligent performance by ABMEPS in its obligations under this Agreement or any willful misconduct on the part of ABMEPS, its agents or employees.

**Responsibility:** All services are performed in accordance with industry standards, project specifications and/or NETA specifications. Where remediation is beyond the scope of normal reliability testing, and where corrective action is required, such services will be quoted separately.

**Assignment:** ABMEPS reserves the right to assign this project in part or in total to an affiliated entity.

**Termination:** An order may be terminated only by mutual written agreement between Buyer and ABMEPS and only upon payment of costs and expenses already incurred by ABMEPS.

**Safety:** ABMEPS agrees to comply with all applicable federal, state, local, National Electric Codes and project safety rules and regulations. ABMEPS reserves the right not to perform work that in its opinion violates OSHA Electrical Safety-Related Work Practices; Final Rule or other safety rules and regulations.

**Standby Time:** When ABMEPS service personnel are on the job site but unable to perform services requested because of circumstances beyond ABMEPS's control, the customer will be charged standby time at the applicable rate for each such ABMEPS service person (up to a maximum of eight (8) hours per day per person).

**Liability:** ABM Electrical Power Services and its contractors and suppliers of any tier, shall not be liable in contract, in tort or otherwise for damage or loss of property or equipment, loss of profits or revenue, loss of use of equipment or power system, cost of capital, cost of purchased or replacement power or temporary equipment (including additional expenses incurred in using existing facilities), claims of customers of Buyer, or for any special, indirect, incidental, or consequential damages of any kind, whether arising in or based on contract, tort, statute, strict liability, warranty or otherwise.

**Warranties:** All material and equipment delivered and/or installed will be the products of reputable manufacturers. ABMEPS MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY EXPRESSLY EXCLUDED, CONCERNING MATERIAL AND EQUIPMENT MANUFACTURED BY OTHERS. ABMEPS sells and delivers all materials and equipment not manufactured by it "AS IS," but ABMEPS will use its best reasonable efforts to obtain from the manufacturer, in accordance with the manufacturer's customary practices, the repair or replacement of any material or equipment which may prove defective in workmanship or material. The foregoing shall be the exclusive remedy of Buyer and the sole obligation of ABMEPS with respect to material and equipment manufactured by others. To the extent permitted by law, ABMEPS warrants its labor for one (1) year and any materials obtained from ABMEPS's inventory carry a ninety (90) day warranty.

We instruct ABM Electrical Power Services, LLC (ABMEPS) or subsidiaries to proceed with scheduling and performing the work described in the attached proposal.

\* **ABMEPS Proposal Number:** \_\_\_\_\_

**Project Site Address(es):** \_\_\_\_\_

\* **Authorized Project Amount:** \$ \_\_\_\_\_ Proposed Date to Begin Work: \_\_\_\_\_

Project Comments/Notes: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_ Site Contact Phone: \_\_\_\_\_

**AUTHORIZATION TO PROCEED REQUIRED**

\* **Customer Authorization Signature:** \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BILLING INFORMATION REQUIRED**

ABMEPS is instructed to bill this project per the pricing outlined in the proposal accordingly:

\* **Purchase/Service Order or Contract Number is (Mark One):**  Required on invoice  Not Required

If Required, Provide Number Here: \_\_\_\_\_

**Full Billing Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing City, State, Zip Code:** \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

AP Phone Number: \_\_\_\_\_ AP Email Address: \_\_\_\_\_

**Email Address For Invoice Processing:** \_\_\_\_\_

\* Please help streamline invoicing by providing an email address for invoice processing

\* **ABMEPS Project Authorization Signature:** \_\_\_\_\_

**Terms and Conditions:**

The attached ABM Electrical Power Services, LLC Terms and Conditions will apply. Authorization to proceed with the work outlined in this quotation shall constitute Site Host ("Buyer's") acceptance of these terms and conditions in full. Oral authorizations to proceed must be confirmed to ABMEPS in writing (Fax or e-mail) before project start. If there is a conflict or discrepancy between terms and conditions in the Buyer's purchase authorization and this quotation, this quotation shall prevail unless specifically authorized, in writing, by ABM Electrical Power Services, LLC.

The information contained in this proposal is considered to be of a confidential and proprietary nature, the rights of which belong to ABM and are protected under copyright and trade secret laws. This information is being provided to the purchaser to evaluate ABM's proposal and performance should a contract be awarded to ABM. Neither this proposal nor any information contained therein nor any proprietary information furnished pursuant thereto, shall be disclosed to others or used for any purpose other than set forth above without the prior written approval of ABM. If you should have any questions, please feel free to contact us at (866) 226-2838.

Sincerely,

*Kent B. Ellis*

Kent B. Ellis  
Sr. Account Executive,  
949-344-1698 mobile

# CT4000 Family ChargePoint® Networked Charging Station



## Installation Guide

## **SAVE THESE IMPORTANT SAFETY INSTRUCTIONS**

This manual contains important instructions that must be followed during installation of a ChargePoint® Networked Charging Station.

### **Grounding instructions**

The ChargePoint® Charging Station must be connected to a grounded, metal, permanent wiring system; or an equipment-grounding conductor is to be run with circuit conductors and connected to the equipment grounding terminal or lead on the Electric Vehicle Supply Equipment (EVSE). Connections to the EVSE shall comply with all applicable codes and ordinances.

### **FCC Compliance Statement**

This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the manufacturer's instruction manual, may cause harmful interference with radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case, you will be required to correct the interference at your own expense.

Important: Changes or modifications to this product not authorized by ChargePoint, Inc., could affect the EMC compliance and revoke your authority to operate this product.

Exposure to Radio Frequency Energy: The radiated power output of the 802.11 b/g/n radio and cellular modem (optional) in this device is below the FCC radio frequency exposure limits for uncontrolled equipment. This device should be operated with a minimum distance of at least 20 cm between the 802.11 b/g/n and cellular antennas and a person's body and must not be co-located or operated with any other antenna or transmitter by the manufacturer, subject to the conditions of the FCC Grant.

### **Industry Canada**

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

### **FCC/IC Compliance Labels**

Go to <http://www.chargepoint.com/labels/>.

### **Safety and compliance**

This document provides instructions to install the ChargePoint® Charging Station and should not be used for any other product. Before installing the ChargePoint® Charging Station, you should review this manual carefully and consult with a licensed contractor, licensed electrician and trained installation expert to ensure compliance with local building practices, climate conditions, safety standards, and all applicable codes and ordinances.

The ChargePoint® Charging Station should be installed only by a licensed contractor and a licensed electrician and in accordance with all local and national codes and standards. The ChargePoint® Charging Station should be inspected by a qualified installer prior to the initial use. Under no circumstances will compliance with the information in this manual relieve the user of his/her responsibility to comply with all applicable codes or safety standards. This document describes the most commonly-used installation and mounting scenarios. If situations arise in which it is not possible to perform an installation following the procedures provided in this document, contact ChargePoint, Inc. ChargePoint, Inc. is not responsible for any damages that may occur resulting from custom installations that are not described in this document.

### **No accuracy guarantee**

Reasonable effort was made to ensure that the specifications and other information in this manual are accurate and complete at the time of its publication. However, the specifications and other information in this manual are subject to change at any time without prior notice.

### **Warranty information and disclaimer**

Your use of, or modification to, the ChargePoint® Charging Station in a manner in which the ChargePoint® Charging Station is not intended to be used or modified will void the limited warranty. Other than any such limited warranty, the ChargePoint products are provided "AS IS," and ChargePoint, Inc. and its distributors expressly disclaim all implied warranties, including any warranty of design, merchantability, fitness for a particular purposes and non-infringement, to the maximum extent permitted by law.

### **Limitation of liability**

IN NO EVENT SHALL CHARGEPOINT, INC. OR ITS AUTHORIZED DISTRIBUTORS BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION, LOST PROFITS, LOST DATA, LOSS OF USE, COST OF COVER, OR LOSS OR DAMAGE TO THE CHARGEPOINT® CHARGING STATION, ARISING OUT OF OR RELATING TO THE USE OR INABILITY TO USE THIS MANUAL, EVEN IF CHARGEPOINT, INC. OR ITS AUTHORIZED DISTRIBUTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

### **Copyright and trademarks**

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## Specifications

Electrical Input	SINGLE PORT			DUAL PORT		
AC Voltage	208/240VAC			208/240VAC		
	Current	Input Power Connection	Required Service Panel Breaker	Current	Input Power Connection	Required Service Panel Breaker
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 40A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	32A	One 40A branch Circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A Branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A Branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type) x 2
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)					
Wiring - Standard	3-wire (L1, L2, Earth)			5-wire (L1, L1, L2, L2, Earth)		
Wiring - Power Share	n/a			3-wire (L1, L2, Earth)		
Station Power	8W typical (standby), 15W maximum (operation)					

### Electrical Output

Standard	7.2kW (240VAC@30A)	7.2kW (240VAC@30A) x 2
Standard Power Share	n/a	7.2kW (240VAC@30A) x 1 OR 3.8kW (240VAC@16A) x 2
Power Select 24A	5.8kW (240VAC@24A)	5.8kW (240VAC@24A) x 2
Power Select 24A Power Share	n/a	5.8kW (240VAC@ 24A) x 1 OR 2.9kW (240VAC@12A) x 2
Power Select 16A	3.8kW (240VAC@16A)	3.8kW (240VAC@16A) x 2
Power Select 16A Power Share	n/a	3.8kW (240VAC@16A) x 1 OR 1.9kW (240VAC@8A) x 2

### Functional Interfaces

Connector(s) Type	SAE J1772™	SAE J1772™ x 2
Charging Cable Length	18' (5.5 meters)	18' (5.5 meters) x 2
Overhead Cable Management System	Yes	
LCD Display	5.7" full color, 640x480, 30fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, 14443, NFC	
Locking Holster	Yes	Yes x 2

### Safety and Connectivity Features

Ground Fault Detection	20mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (30A)
Power Report/Store Interval	15 minute, aligned to hour
Local Area Network	2.4 GHz Wi-Fi (802.11 b/g/n)
Wide Area Network	3G GSM, 3G CDMA

### Safety and Operational Ratings

Enclosure Rating	Type 3R per UL 50E
Safety Compliance	UL listed for USA and cUL certified for Canada; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625
Surge Protection	6kV @ 3000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	FCC Part 15 Class A
Operating Temperature	-22°F to 122°F (-30°C to +50°C)
Storage Temperature	-40°F to 122°F (-40°C to +50°C)
Operating Humidity	up to 85% @ +50°C (122°F) non-condensing
Non-Operating Humidity	up to 95% @ +50°C (122°F) non-condensing
Terminal Block Temperature Rating	221°F (105°C)
Maximum Stations per 802.11 Radio Group	10. Each station must be located within 150 feet "line of sight" of a gateway station.

# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

## ELECTRICAL PROPOSAL & SCOPE OF WORK OPUSD, "MEDEA CREEK CAR CHARGER"-BID #0933

AUGUST 22, 2018

We are pleased to present our scope of work and proposal for the above project. We are a union Contractor, California Contractor's License #772245/C-10. Taft Electric Company will furnish and install the electrical material required per job walk. Our price for this work, including Taft Electric's qualifications and exclusions listed below is as follows:

**BASE BID ELECTRICAL..... \$9,618**

### SCOPE OF WORK:

Install 2 40 amp 2 pole circuit breakers in art room closet panel and stub out of the back to the outside planter with 1" conduit. Install 1" LB out of back of panel, stub conduit down toward floor, surface mount conduit and then LB into the planter and run conduit towards car charger. Saw cut and trench sidewalk, saw cut and trench a 2'x2'x2' space for new car charger to be installed in. Run conduit for car charger and replace concrete for sidewalk and pour base for car charger with mounting hardware. Pull 2 sets of wire for 2 40 amps circuits, mount car charger and go through start up process to get charger operational.

### QUALIFICATIONS:

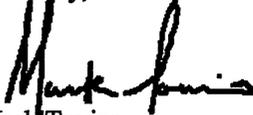
Bid based on work performed during normal working hours of 6:30am-3pm Monday through Friday  
Overtime, weekend and holiday rates do not apply

### EXCLUSIONS:

1. Temporary power and lighting.
2. All permit costs and fees.
3. Utility charges and fees.
4. Cost of a Bond, we are bondable at 1%
5. Surveying and staking.
6. Painting, patching or drywall repair
7. CA Title 24, design, engineering and regulatory requirements and cost.
8. Classes, costs, permits or certifications to be able to work onsite
9. Supplying of car charger, parts for car charger or mounting kit for it.

If you have any questions please do not hesitate to contact the undersigned.

Sincerely,



Mark Tovias  
TAFT ELECTRIC COMPANY  
Service Department Manager  
Office: 805.654.7925  
Cell: 805-207-1163  
[mtovias@taftelectric.com](mailto:mtovias@taftelectric.com)

Authorized signature to start work based  
on bid amount listed above:

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

C:\Users\mtovias\Desktop\Div 250 Service Dept\Quotes\Quotes\OPUSD\medea creek car charger\opUSD medea car charger.doc

PLEASE NOTE THESE PRICES WILL BE HELD VALID FOR (30) DAYS AFTER THE DATE OF BID

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.h. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

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

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

Site/Program	Gift/Donor	Gift
Oak Park High School Rocket Team	Mr. Lewis Siewart	\$600
Oak Park Unified School District	American Heart Association	30(new) playground balls for Elementary schools

**RECOMMENDATION:** Accept the donations with thanks.

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.3.a. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS**

**ACTION****AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23884	Martin Kilner	Campus Supervisor	9/4/2018	General	\$17.12	OPHS
CL23885	Julia Meyers	Instructional Assistant I Extended Care SUB	8/7/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23886	Zahra Sadighi	Instructional Assistant I Extended Care SUB	8/8/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23887	Stella Sharpe	Instructional Assistant I Extended Care SUB	8/9/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23888	Donna Eremian	Instructional Assistant I Extended Care SUB	8/10/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23889	Susan O'Connor	Instructional Assistant I Extended Care SUB	8/11/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23890	Lynda Spellman	Instructional Assistant I Extended Care SUB	8/12/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23891	Lynn Cummings	Instructional Assistant I Extended Care SUB	8/13/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23892	Doris Park	Instructional Assistant I Extended Care SUB	8/14/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23893	Monica Kalember	Instructional Assistant I Extended Care SUB	8/15/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23894	Lisa Williams	Instructional Assistant I Extended Care SUB	8/16/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23895	Christine Dion	Instructional Assistant I Extended Care SUB	8/17/2018	Fund 120 Club Oak Park	\$16.72	TBD
CL23896	Laura Rosen	Student Services Assistant 1	8/30/2018	General	\$18.09	OHES
CL23897	Athena Curz-Albrecht	Student Worker Food Service	8/7/2018	Food Service	\$11.00	OPHS
CL23898	Matthew McLaughlin	Walk-On-Coach - Not to Exceed \$3,500.00	8/29/2018	Coaches, Athletics	TBD	OPHS
CL23899	David Naylor	Walk-On-Coach - Not to Exceed \$3,500.00	8/20/2018	Coaches, Athletics	TBD	OPHS
CL23900	Stephen Brown	Walk-On-Coach - Not to Exceed \$3,500.00	8/29/2018	Coaches, Athletics	TBD	OPHS
CL23901	Kelsey Jensen	Walk-On-Coach - Not to Exceed \$3,500.00	8/29/2018	Coaches, Athletics	TBD	OPHS
CL23902	Kaya Sunguroglu	Walk-On-Coach - Not to Exceed \$3,500.00	9/6/2018	Coaches, Athletics	TBD	OPHS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.3.a. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23903	Kevin McCarthy	Boys Soccer Summer Conditioning Head Coach	6/4/2018	ASB Summer Conditioning	\$ 2,500.00	OPHS
CL23904	Thomas Hughes	Boys Soccer Summer Conditioning Assistant Coach	6/4/2018	ASB Summer Conditioning	\$ 310.00	OPHS
CL23905	Julian Flaum	Boys Soccer Summer Conditioning Assistant Coach	6/4/2018	ASB Summer Conditioning	\$ 950.00	OPHS
CL23906	Leonard Elms	Boys Soccer Summer Conditioning Assistant Coach	6/4/2018	ASB Summer Conditioning	\$ 1,240.00	OPHS
CL23907	Carol Joyce	Boys & Girls Tennis Summer Conditioning Head Coach	6/4/2018	ASB Summer Conditioning	\$ 2,500.00	OPHS
CL23908	Lewis Varney	Boys Volleyball Summer Conditioning Assistant Coach	6/4/2018	ASB Summer Conditioning	\$ 1,500.00	OPHS
CL23909	Chris Harger	Boys Volleyball Summer Conditioning Head Coach	6/4/2018	ASB Summer Conditioning	\$ 1,400.00	OPHS
CL23910	Kendall Bilbruck	Girls Volleyball Summer Conditioning Head Coach	6/4/2018	ASB Summer Conditioning	\$ 700.00	OPHS
CL23911	Alexander Barr	Girls Volleyball Summer Conditioning Assistant Coach	6/4/2018	ASB Summer Conditioning	\$ 650.00	OPHS
CL23912	Lewis Varney	Girls Volleyball Summer Conditioning Assistant Coach	6/4/2018	ASB Summer Conditioning	\$ 650.00	OPHS
CL23913	Sue Meskis	Webmaster	7/23/2018	Discretionary OPIS	\$ 500.00	OPIS
CL23914	Sue Meskis	Textbooks	7/23/2018	Discretionary OPIS	\$ 2,000.00	OPIS
CL23915	Linda Roberts	OSB Books	7/23/2018	Discretionary OPIS	\$ 500.00	OPIS
CL23916	Linda Roberts	ASB Books	7/23/2018	Discretionary OVHS	\$ 500.00	OVHS
CL23917	Linda Roberts	VCI Coordinator	7/23/2018	Discretionary OVHS	\$ 500.00	OVHS
CL23918	Linda Roberts	Webmaster	7/23/2018	Discretionary OVHS	\$ 200.00	OVHS
CL23919	Carl Joyce	Girls Varsity Head Coach Tennis	8/7/2018	Coaches, Athletics	\$ 2,500.00	OPHS
CL23920	Carl Joyce	Girls J Varsity Head Coach Tennis	8/7/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23921	John Lopez	Varsity Head Cheer Coach	8/7/2018	Coaches, Athletics	\$ 3,000.00	OPHS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.3.a. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23923	Kathy McCormick	Varsity Assistant Cheer Coach	8/7/2018	Coaches, Athletics	\$ 1,000.00	OPHS
CL23924	Debbie Cooper	Induction Coordinator	9/1/2018	BTSA	\$3,000.00	DO

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL23925	Christine Reale	I A I Grade Reduction in hours from 16 hrs/wk to 12/wk	10/8/2018	PFA	\$19.87	BES
CL23926	Ellen Grossman	Instructional Assistant II SpEd Site Change	8/1/2018	Special Education	\$20.54	OHES
CL23927	Sienna Toro	Instructional Assistant II SpEd From Sub to Perm	8/1/2018	Special Education	\$20.54	OHES
CL23928	Debbie Chulack	Instructional Assistant I Grd Level Increase in days work & Hrs	9/4/2018	OPEF	\$19.87	ROES
CL23929	Jackie Capie	Instructional Assistant I Grd Level Increase in days work & Hrs	9/4/2018	OPEF	\$15.80	ROES
CL23930	Sindhu Sreeraj	Instructional Assistant I Grd Level Increase in days work & Hrs	9/4/2018	OPEF	\$15.80	ROES
CL23931	Sujata Bhattacharya	Instructional Assistant I Grd Level Increase in days work & Hrs	9/4/2018	OPEF	\$15.80	ROES
CL23932	Shannon Curtis	Instructional Assistant II SpEd Site Change	9/4/2018	Special Education	\$20.54	OHES

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL23933	Jammie Kimmel	Campus Supervisor	8/28/2018	Resignation	\$17.12	OPHS
CL23934	Serifin Cortez	Custodian	8/15/2018	LOA	\$23.07	OPHS
CL23935	Reina Cote	Site Leader Club Oak Park	8/17/2018	Termination	\$23.67	OHES

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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Anthony W. Knight, Ed.D.

**BOARD MEETING, SEPTEMBER 17, 2018**

Approve classified personnel actions as recommended by the superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.3.a. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS**

**ACTION****AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Site	
01CE08966	Jean Gordon	Interim Assistant Principal	8/27/2018	General	OPHS	
01CE08967	Alana Schulman	Elementary Counselor	9/17/2018	General	Elementary	

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE08968	Michael O'Hagan	Nex Tech	2017-2018	LCAP	\$ 400.00	MCMS
01CE08969	Vanessa Heller	Nex Tech	2017-2018	LCAP	\$ 400.00	MCMS
01CE08970	Nick Jerrems	Induction Mentor	2018-2019	LCAP	\$ 1,500.00	MCMS
01CE08971	Chris Meyer	Induction Mentor	2018-2019	LCAP	\$ 1,500.00	OPHS
01CE08972	Sheri Boone	Induction Mentor	2018-2019	LCAP	\$ 1,500.00	OPHS
01CE08973	Marta Graves	Induction Mentor	2018-2019	LCAP	\$ 1,500.00	MCMS
01CE08974	Kim Connelly	Induction Mentor	2018-2019	LCAP	\$ 1,500.00	MCMS
01CE08975	Ken Jones	Induction Mentor	2018-2019	LCAP	\$ 1,500.00	OPHS
01CE08976	Victor Anderson	AED District Wide Coordinator	2018-2019	Safety	\$ 3,500.00	OPHS
01CE08977	Ty DeLong	Rosetta Stone Coordinator	2018-2019	Disc	\$ 100.00	OPIS
01CE08978	Jim Barnett	Math Tutor	2018-2019	Disc	\$ 2,000.00	OPIS
01CE08979	Jim Barnett	Math Curriculum Coordinator	2018-2019	Disc	\$ 400.00	OPIS
01CE08980	Jim Barnett	Math HS Lab	2018-2019	Disc	\$ 800.00	OPIS
01CE08981	Ty DeLong	SRI	2018-2019	Site	\$ 50.00	OPIS
01CE08982	Susan Allen	SRI	2018-2019	Site	\$ 50.00	OVHS
01CE08983	Ty DeLong	English Curriculum	2018-2019	Title II	\$ 1,250.00	OPIS
01CE08984	Daniel O'Brien	US History Curriculum	2018-2019	Title II	\$ 1,250.00	OPIS
01CE08985	Samantha Lyons	MS-OSB Advisor	2018-2019	Site	\$ 200.00	OPIS
01CE08986	Jeremy Rogers	Naviance	2018-2019	Disc	\$ 200.00	OPIS
01CE08987	Jon Duim	Writers'Lab Elementary	2018-2019	Site	\$ 400.00	OPIS
01CE08988	Amy Kobayashi	MS-OSB Advisor	2018-2019	Site	\$ 200.00	OPIS
01CE08989	Kate Thompson	OSB Advisor	2018-2019	Site	\$ 200.00	OPIS
01CE08990	Lori Glazer	OSB Advisor	2018-2019	Site	\$ 200.00	OPIS
01CE08991	Daniel O'Brien	Science Dry Lab	2018-2019	Site	\$ 400.00	OPIS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.3.a. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE08992	Daniel O'Brien	Science Academic Lab	2018-2019	Disc	\$ 400.00	OPIS
01CE08993	KC Kelem	Science Wet Lab	2018-2019	Disc	\$ 500.00	OVHS
01CE08994	Randi Liepman	ASB Advisor	2018-2019	Disc	\$ 200.00	OVHS
01CE08995	Susan Allen	Newsletter	2018-2019	Site	\$ 500.00	OVHS
01CE08996	Susan Allen	Yearbook	2018-2019	Site	\$ 500.00	OVHS
01CE08997	Susan Allen	Scholarship Coordinator	2018-2019	Disc	\$ 100.00	OVHS
01CE08998	Susan Allen	Support Services	2018-2019	Disc	\$ 300.00	OVHS
01CE08999	Jeremy Rogers	Naviance	2018-2019	Disc	\$ 200.00	OVHS
01CE09000	Kathrine Klamecki	Ass't Coach Cross Country	8/7-11/24/18	ASB	\$ 1,500.00	OPHS
01CE09001	Lauren Heinrick	Ass't Coach Cross Country	8/7-11/24/18	ASB	\$ 500.00	OPHS
01CE09002	Samantha Gottlieb	Ventura County Innovates	8/1-5/25/2018		\$ 3,000.00	OPHS
01CE09003	Bryan Martin	Ventura County Innovates	8/1-5/25/2018		\$ 3,000.00	OPHS
01CE09004	Elana Levine	Jazz Band	8/8-5/25/2018	Donations	\$ 3,000.00	MCMS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Site	
01CE09005	Christine Fersht	Maternity Leave	9/4/2018	General	MCMS	
01CE09006	Amy Kobayashi	.4 Perm/.3 Temp = .7 FTE	8/6/2018	General	OPIS	
01CE09007	Samantha Lyons	.4 Perm/.3 Temp = .7 FTE	8/6/2018	General	OPIS	
01CE09008	Paula Franco	1.0 FTE to 1.2 FTE (temp)	2018-2019	General	MCMS	
01CE09009	Brian Winsick	1.2 FTE to 1.0	2018-2019	General	MCMS	

**SEPARATION**

Number	Name	Position	Effective Date	Separation	Salary	Site
01CE09010	Bryan Martin	Assistant Principal	8/24/2018	Resignation	H5	OPHS

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

**BOARD MEETING, SEPTEMBER 17, 2018**

Approve certificated personnel actions as recommended by the superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.3.b. APPROVE ANNUAL TEACHER ASSISGNMENT REPORT**

**ACTION**

**ISSUE:** Shall the Board of Education accept the recommendation of the Superintendent to certify that all teachers are appropriately assigned in subject areas for which they qualified?

**BACKGROUND:** Education code Section 44258.9 requires school districts to establish procedures for reviewing teacher assignments annually and to report their findings to their local government in a public meeting. The state has recognized the need to provide a degree of flexibility in the assignment of teachers and offers several ways in which teachers can be deemed qualified to serve in particular areas. These include:

1. Credentials on file
2. Education code provisions
3. Board Waiver
4. Committee on Assignment

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Accept the recommendation of the Superintendent to certify that all teachers are appropriately assigned in subject areas for which they qualified.
2. Do not accept the accept the recommendation of the Superintendent to certify that all teachers are appropriately assigned in subject areas for which they qualified.

**RECOMMENDATION:** Alternative #1

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

**Human Resources  
Memorandum**

**To:** Anthony W. Knight, Ed.D.  
**From:** Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources  
**Date:** September 17, 2018  
**Re:** **CREDENTIAL INFORMATION – 2018-2019**

---

**BACKGROUND INFORMATION**

Under the provisions of SB 435, the Board of Education receives a report of fully credentialed staff who are assigned to teach in academic areas for which they may not have a formal credential, but for which they have the requisite number of units required for knowledge of the subject and the ability to teach the subject in the classroom. The following credential assignments are brought to the Board of Education annually. These assignments are brought to the Board in accordance with the requirements of the Education Code and the California Commission on Teacher Credentialing.

**Education Code section 44256(b) (grades 8 and below)** allows, with the approval of the governing board, the holder of a multiple subject or standard elementary teaching credential to teach, with his or her consent, in departmentalized classes below grade level 9 if the teacher has completed 12 semester units, or 6 upper division or graduate semester units in the subject to be taught.

**Education Code section 44258.2 (grade 5-8)** allows that the holder of a single subject standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board, to teach classes in grades 5 through 8 in a middle school, provided that the teacher has a minimum of 12 semester units or 6 upper division or graduate semester units of coursework at an accredited institution in the subject to be taught.

Sharon Lavene 4782 Social Studies                      Alison Stein            8748 Social Studies  
Steven White 6032 Language Arts

**Education Code section 44258.7b (grade 9-12)** allows a person who holds a teaching credential in a subject or subjects other than physical education may be authorized by action of the governing board, to coach one period per day in a competitive sport for which students receive physical education credit, provided he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction.

Zach Borquez 1031 Competitive Marching Band  
David Kinberg 9482 Baseball Coach  
Steve White 6032 Cross Country Coach

**Education Code 44258.7c (grades K-12)** allows a full-time teacher with special skills and preparation outside his/her credential authorization to be assigned to teach in an elective area of his or her special skills in a full-time assignment, provided the assignment is approved by the local Committee on Assignments prior to the beginning of the assignment.

Ken Jones 8721 Aerospace Engineering & Digital Electronics  
Allan Prescott 9329 Intro to Engineering  
David Sloan 9319 Intro to Engineering

**Education Code 44263** allows the holder of a teaching credential to serve by approval of the governing board and with the consent of the teacher, any single subject departmentalized class if the teacher has completed 18 semester units of coursework, or 9 semester units of upper division or graduate coursework in the subject to be taught.

Sheri Boone 2782 Spanish  
Eric Pryor 8823 Health

**Education Code 44865** allows the holder of a valid teaching credential to be assigned with the consent of the teacher to teach any subject at any grade level to students in the following programs:

Continuation Schools

Susan Allen 0242  
Randi Liepman 4447  
Karen (KC) Kelem 4589

Home Independent Study

Ty DeLong 4227  
Amy Kobayashi 8942  
Jon Duim 7734  
Kate Thompson 3787

Samantha Lyons 1164  
Daniel O'Brien 8312  
Jim Barnett 0232  
Lori Glazer 6009

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.2.a. PUBLIC HEARING AND APPROVAL OF RESOLUTION #18-22  
REGARDING SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL  
MATERIALS FOR  
2018-19**

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**PUBLIC HEARING/ACTION**

**ISSUE:** Shall the Board of Education approve Resolution #18-22 assuring sufficient core textbooks and instructional materials for students in 2018-2019?

**BACKGROUND:** Education Code 60119 requires that districts and the governing Board, in order to receive textbook and instructional materials funding from the state, shall hold a public hearing regarding the sufficiency of core textbooks and instructional materials in the district.

During the 2018-2019 school year, the district has followed the state curriculum framework guidelines and complied with all associated recommendations. The District also purchased additional textbooks to accommodate growth or replacement needs for increased enrollment.

Textbook selection has become a key component of districtwide curriculum committee work including thoughtful scrutiny related to academic standards and rigorous criteria. The District Curriculum Office and Curriculum Council reviews the three-to-five-year curriculum plan and implementation process including textbook adoptions to ensure quality, coherence, and access. District and site funds augment state textbook funds to supplement core needs. A list of adopted textbooks is being provided to the Board.

- **Textbook List - <https://goo.gl/CEnHF8>**

It has been determined that in 2018-2019, as in years past, the Oak Park Unified School District provided sufficient core textbooks and instructional materials necessary for appropriate grade level instruction. This determination meets specific requirements of Education Code 60119.

**FISCAL IMPACT:** None – "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook and/or instructional materials, which may include materials in a digital format under specified conditions, to use in class or to take home.

**ALTERNATIVES:**

1. Approve Resolution #18-22 as presented enabling the district to access state funding for textbooks and instructional materials for 2018-2019.
2. Do not approve Resolution #18-22 as presented enabling the district to access state funding for textbooks and instructional materials for 2018-2019.

**RECOMMENDATION:** Alternative #1

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

**BOARD MEETING, SEPTEMBER 17, 2018**

Resolution #18-22 assuring sufficient core textbooks and instructional materials for students in 2018-2019

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
RESOLUTION #18-22  
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

**WHEREAS**, the Board of Education of the Oak Park Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 17, 2018 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

**WHEREAS**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district that stated the time, place and purpose of the hearing, and;

**WHEREAS**, the Board encouraged participation by parents/guardians, teachers, members of the community and bargaining unit leaders in the public hearing, and;

**WHEREAS**, information provided at the public hearing detailed the extent to which sufficient textbooks and instructional materials were provided to all students, including English learners, in the Oak Park Unified School District, and;

**WHEREAS**, the definition of “sufficient textbooks or instructional materials” means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

**WHEREAS**, textbooks, or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education 60605.8;

**WHEREAS**, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including English learner, in the following subjects: (a list of adopted textbooks and instructional materials is included): Mathematics, Science, History-Social Science and English/Language Arts including the English language development component of an adopted program, World/foreign language and Health.

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in grade 9-12 inclusive;

**THEREFORE, IT IS RESOLVED** that for the 2018-2019 school year, the Oak Park Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED and ADOPTED this 17<sup>th</sup> day of September, 2018 at a meeting, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Derek Ross, President, Board of Education

\_\_\_\_\_  
Anthony W. Knight, Ed.D., Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.4.b. APPROVE ADDITIONAL TEXT BOOK FOR OAK VIEW HIGH SCHOOL'S NATURE BASED PROGRAM**

**ACTION**

**ISSUE:** Shall the Oak View High School add an additional textbook in support of its nature based curriculum?

**BACKGROUND:** Oak View High School would like to add an additional book to its curriculum. The book is "Wild" by Cheryl Strayed. A description and details of proposed use of the novel 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 August 21st, 2018 meeting.

**FISCAL IMPACT:** The estimated cost of the classroom book set is \$340.00. Funding source is the general Fund (LCAP Goal 1.2 Textbooks, Instructional Materials) and is included in the 2018-19 adopted budget.

**ALTERNATIVES:**

1. Approve the request for additional text book at Oak View High School.
2. Do not approve the request for additional text book at Oak View High 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.	_____	_____	_____	_____

Oak View High School  
Susan Allen

Wild by Cheryl Strayed Information:

To facilitate curriculum, change in support of our nature/environmental focus OVHS would like the following novel okayed for classroom use. It will be part of a new class that will also include hands on activities such as survival training, hiking, and journaling.

Wild by Cheryl Strayed is a memoir of a journey along the Pacific Crest Trail by a young woman who rebuilds herself and reclaims her life through the challenge of walking its length.

Wild is coming into use and has been accepted for the classroom in [New York](#), [Massachusetts](#), and is supported via a teacher's guide by [Random House](#). It's an Oprah [Reading Group](#) choice.

It is not yet on the recommended list. While it does deal with adult themes such as divorce and drug abuse, it does not glorify them nor have them as the primary message. This is a book about the importance of taking on challenges and making the most out of one's life. It is about living truthfully and fully in the world.

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.4.c. APPROVE CONSULTANT AGREEMENT FOR ELEMENTARY AND MIDDLE SCHOOL GARDEN PROGRAM**

**ACTION**

**ISSUE:** Shall the Board approve a consultant agreement for the elementary and middle school garden program for the 2018-19 fiscal year?

**BACKGROUND:** OPUSD plans to enter the 4<sup>th</sup> year of a coordinated and integrated Gardening Program for grades K-5. This articulated plan now fully integrates NGSS science standards, environmental literacy, and nutrition. There is also increased coordination between the garden program and Oak Park Nutrition. In response to a request by District administration, 2Eden Design Studio has submitted the accompanying proposal to provide a school garden program. Staff has reviewed the proposal and interviewed 2Eden Design Studio’s principal, Debra Leith, and enthusiastically recommends that the Board approve the agreement with 2Eden Design Studio for these services.

**FISCAL IMPACT:** The cost of the agreement is \$53,275.00, plus other expenses related to supplies (estimated not to exceed \$1,000). Funding source is the general Fund (LCAP Goal 2.12 EEAC Support, Prof. Development to Child Nutrition Staff and Environmental Education) and is included in the 2018-19 adopted budget.

- ALTERNATIVES:**
1. Approve a consultant agreement for the elementary and middle school garden program for the 2018-19 fiscal year.
  2. Do not approve a consultant agreement for the elementary and middle school garden program for the 2018-19 fiscal year.

**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.	_____	_____	_____	_____



August 30, 2018

Jay Greenlinger  
Director of Curriculum & Instruction  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Dear Mr Greenlinger,

### **OPUSD SCHOOL GARDENS PROGRAM – CONTRACT 2018-2019**

Following a very successful third year of programming, thank you for the invitation to present a proposal to continue to provide a School Garden Program for Oak Park Unified School District for the 2018-2019 school year. We are delighted to once again be considered as a potential service provider for this important program and look forward to continuing 'Growing with OPUSD' to support the education of compassionate and creative global citizens.

The scope of our proposed service provision is outlined below.

#### SCOPE AND MANNER OF SERVICE PROVISION

##### LOCATION

The contract will be delivered at the following district campuses:

- Oak Park Neighborhood School
- Oak Hills Elementary
- Red Oak Elementary
- Brookside Elementary
- Medea Creek Middle School

##### SESSION BREAKDOWN

The contract will be divided into five sections as follows:

- 1) Program development including standards and curriculum aligned lesson planning and preparation (October 2018 – May 2019) 120 hours total.

(Continued/)

- 2) Elementary grades 4&5 – Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related event (October to December 2018 – 135 hours).
- 3) Elementary grades 2&3 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related event (January to March 2019 – 135 hours).
- 4) Elementary grades TK-1 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related event (March to May 2019 – 135 hours).
- 5) OPNS – Delivery of 1 hour of age appropriate garden instruction each week for 30 weeks, garden preparation and planting (October to May – 30 hours)
- 6) MCMS – Delivery of 45 mins instruction/supervision/mentoring of the MCMS Garden Club each week for 30 weeks and weekly activity preparation (October to May – 22.5 hours)

## CONTENT

Specific content will be defined during lesson planning however provision will be aligned to Common Core and Next Generation Science Standards and prepared/delivered according to the direction of OPUSD's Director of Curriculum & Instruction.

Additional services are available on request but are outside the scope of this contract.

## PAYMENT FOR SERVICES

Payment for services is requested as a three-payment plan based on each 3-month delivery window. The proposed payment schedule is as follows and invoices can be submitted up to 30 days in advance to allow for processing time:

3rd October 2018 - \$17,758.00

9<sup>th</sup> January 2019 - \$17,758.00

12<sup>th</sup> March 2019 - \$17,758.00

TOTAL CONTRACT SERVICE PROVISION VALUE - \$53,275.00\*  
(2018-19 estimate includes 2017 CPI increase @ 2.5%)

MATERIALS COSTS - In addition to services provision, budget allocation has been requested to be identified (by the Assistant Superintendent, Business Services) for materials necessary to service the garden program. Materials costs include plants and seeds, project materials (taken home by students), containers for seeding, planting, materials for experiments, and miscellaneous purchases to replace worn items such as hose sprays, buckets and watering cans. Where possible items are recycled and only recyclable items purchased, minimal plastics are used, and only organic and heirloom varieties purchased. Receipts for purchases are always provided.

(Continued/)

MATERIALS BUDGET RECOMMENDATION - \$1,000.00 per year (based on materials costs incurred over the past 2 years of program)

## 2EDEN STANDARD TERMS AND CONDITIONS

### Services from other vendors

All services and materials required from other vendors will be agreed directly by you with the vendor and payment made directly to the vendor and in accordance with the vendor's terms and conditions. 2eden design does not accept any responsibility for other service or materials providers or the services/materials provided by them. If requested, we do work hard however to connect you with vendors that have a great track record, previous experience relative to your project and have proven themselves in providing a quality service or product.

Discretionary design and planning approvals are not guaranteed as part of our service and sometimes result in a change of scope of work or design concept to satisfy the agenda of a committee or agency. Because of this, changes to the level and type of service provision as a result of discretionary reviews are not included in this estimate and the contract will need to be renegotiated and revised accordingly and in agreement with the service provider and Oak Park Unified School District.

Surveying, soils testing/geology reports, grading plan and environmental reports are not included as services provided by 2eden landscape design unless otherwise specified in writing. At this time, it is recommended that soils testing should be undertaken at each site either by students as part of Next Generation Science Standards teaching and aligned to the study of soils or as an independent test to assess the quality and constituents of the existing soil and to inform the requirement for amendment to improve fertility and maximize growing potential. Alternatively, 2eden design highly recommend soils testing from University of Massachusetts, Soil and Plant Tissue Testing Laboratory (also recommended by the UCCE California Master Gardener program), which provides comprehensive analysis for as little as \$15 per sample. [www.soiltest.umass.edu](http://www.soiltest.umass.edu). The decision and provision of funds to soil test ultimately rests with OPUSD and, although recommended as good practice, does not in any way impact the provision of this contract.

### Estimate and compensation

Services described in the proposal will be provided and billed as the payment schedule outlined on page 2 of this contract, until the scope of work is complete or the client orders work to stop. Limitation of fees, if applicable, shall be described in the scope of work. At this stage, we estimate payment for services to be no more than \$53,275.00.

Bills for services rendered and reimbursable expenses are included in this document. Balances unpaid after thirty (30) calendar days will accrue interest from the date of invoice at the rate of one and one-half percent per month.

### Termination

Either party may terminate this agreement with 21 days prior written notice. All fees accumulated up to the date of termination are due and payable.

(Continued/)

Dispute resolution

The parties agree that, in the event of any dispute under the contract in which the amount sought is \$10,000.00 or less, any litigation to resolve the dispute shall be brought only in the Ventura County Small Claims Court. If the amount in dispute exceeds \$10,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. The cost of the mediator shall be borne equally by the parties. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration before a mutually agreed upon arbitrator. The prevailing party in the arbitration shall be entitled to the reimbursement of his/her attorney's fees and costs from the non-prevailing party. If the matter is settled at any time prior to the arbitrator's rendition of an award, each party shall bear its own costs and expenses, including attorney's fees, and the arbitrator's fees shall be borne equally by the parties.

Additional services

Additional services not in the scope of this agreement may be provided at the written direction of the client, at rates to be agreed in advance of provision. The client may request a written revision to the original agreement or an additional agreement for added services prior to commencing additional work.

Independent Contractor

It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

Insurance

Contractor shall, at Contractor's sole cost and expense, provide for and maintain in force and effect, from the commencement of services until expiration of this Agreement, a policy or policies of insurance covering Contractor's services. All insurance shall be with an insurance company with a rating of A or better, as rated by the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858 and authorized to conduct business in the State of California.

Required insurance coverage shall include: Comprehensive general liability and property damage insurance and comprehensive automobile liability insurance covering activities and operations of the Contractor. Such liability insurance shall provide a minimum coverage of \$1,000,000.

(Continued/)

Contractor shall furnish to District, prior to commencement of services under this Agreement, Certificates of Insurance as evidence of the coverage and limits stated above. Certificates of Insurance shall:

- A. Name the District as additional insured.
- B. Provide a minimum of 30 days advance written notice of cancellation or material changes.
- C. State that coverage afforded the District, as additional insured shall apply as primary and not excess to any insurance issued the District.

Indemnification

Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

Thank you again for your interest in our school garden program provision. If you have any questions regarding this proposal, please don't hesitate to contact me by phone or email.

Sincerely,



Debra Leith  
Certified Landscape Designer & Master Gardener  
2eden studio – design.garden.grow



CONTRACT FOR SERVICES RENDERED

This is a contract entered into by 2eden studio (hereinafter referred to as "the Provider") and Oak Park Unified School District (hereinafter referred to as "the Client") on this date \_\_\_\_\_.

The Provider's place of business is 5555 Fairview Place, Agoura Hills, CA 91301 and the Client's place of business is 5801 Conifer Ave, Oak Park, CA 91377.

The Client hereby engages the Provider to provide services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services – as described in pages 1&2 of the above contract. The Client shall pay the Provider for services rendered according to the Payment Schedule on page 2 of the above contract, within thirty (30) calendar days of the date on any invoice for services rendered from the Provider.

Should the Client fail to pay the Provider the full amount specified in any invoice within calendar days of the invoice's date, a late fee equal to 1.5% shall be added to the amount due and interest of percent per month shall accrue from the calendar day following the invoice's date.

APPLICABLE LAW

This contract shall be governed by the laws of the County of Ventura in the State of California and any applicable Federal law.

SIGNATURES

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

\_\_\_\_\_

(Printed Name of Client or agent)

\_\_\_\_\_

(Signature of Client or agent) (Date)

Debra Leith, 2eden design

(Printed Name of Provider or agent)

 08.30.18

(Signature of Provider or agent) (Date)

# 2eden design studio

lifestyling for landscapes and homes



August 30, 2018

Jay Greenlinger  
Director of Curriculum and Instruction  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Dear Mr Greenlinger,

## **OPUSD SCHOOL GARDENS PROGRAM – YEAR 3 REVIEW AND YEAR 4 CONTRACT**

Thank you once again for your invitation to submit a proposal to provide a fourth year of School Garden Programming.

Section One (pages 2-9) is our annual review of program achievements for 2017-2018.

In 2018-19 we intend to continue to connect and align to curriculum standards and to continue to ensure that content is fresh and engaging. Building on a three-year foundation, we will have students this year that have almost a full elementary school foundation in garden instruction and we look forward to advancing into new territory and more advanced concepts with them. Later in the year we will continue to build foundation knowledge with younger students and welcome new students to the wonderful and exciting world of plants, gardens, environmental stewardship and exploring how their food is grown. We are also especially pleased this year to have the District EEAC theme of 'Trees' to work with and, we look forward to showcasing and making tree science a major focus in the delivery of this year's program.

Section Two (pages 9-10) of this document includes a draft curriculum topic outline.

Section Three (pages 10-11) are recently discussed thoughts on continuing to develop a vision for district-wide education and awareness in Plant, Environmental and Agricultural Sciences (PEAS) and pathway progression to wider integration into curriculum at all levels. We would intend to use this to continue to shape the delivery of the program in 2018-2019 whilst also commencing succession planning to transition some of the Garden Program teaching commitment to a District employee (with assistance from OPEF funds). This succession would provide an opportunity for the District to make even better use of the current Program founder's expertise and experience to

facilitate enhancing/increasing provision at MCMS; exploring expansion into OPHS; advising and consulting on outdoor/garden classrooms planning and logistics aligned to Measure S; begin a comprehensive review and capture of the District's physical (existing and future) green campus infrastructure and modeling for curriculum and lesson planning; make progress in program curriculum provision from seed to table; promote the Program at local, regional and national levels; consider a comprehensive approach to fundraising/grants and ultimately, assist in securing funding to aid program progression.

## **SECTION ONE: ANNUAL REVIEW**

### FALL 2017

We provided two garden instructors for 1 day per week at each of the elementary schools. We began with a 6-week block of lessons for all 4<sup>th</sup> & 5<sup>th</sup> grade students and each class received 30 minutes of garden instruction per week. Students were provided clipboards and encouraged to take notes in a style of their choosing – written, diagrams, vocabulary. Areas of instruction covered were:

#### **Week one focus – Seasons, weather, transplanting and microclimates**

Explanation of four annual seasons but only two growing seasons in Southern California, discussion that some places in the world only have one growing season. Why? Cool season and warm season. What grows in what season and why? Gathering information in the garden to understand weather factors/variables relative to location and even specific to the garden itself - garden microclimate. What is a microclimate? Can we actively manage a microclimate? Variables within a microclimate.

The value of a site survey as an important tool to understand growing conditions and variables including microclimate. Take home skills to understand variables impacting locations and spaces in which you live.

Center 1 – Make a site survey bubble diagram. Walk around the school garden and, using a skeleton site outline, note variables such as exposure, prevailing wind direction, passage of the sun, external temperature in multiple locations, soil temperature, impact of existing structures natural and man-made, grade/slope, ease of use. (Practical skills - measuring, using key senses, compass reading, note taking, recording data, working with a partner, interpreting/exploring relationships between variables)

Center 2 – Review a selection of seed packets. Look for the clues/information provided on the packets that tells you what the ideal growing season is. Discuss the clues. Choose the right seeds to plant in the current growing season. Mix planting soil, plant seeds according to guidance on seed packet.

#### **Week two – Waste, composting and vermicomposting**

Where should we locate a compost pile relative to garden microclimate variables? To know the optimal location, we need to understand the decomposition process. What is compost? How do we use it and why? Compost as fertilizer. A 'thermophilic' process – thermo meaning related to temperature, like thermo-meter! 130-150 degrees is necessary to make compost and aid decomposition. Where does the heat come from?

Compost as a controlled process. Managing variables to get the result that we want. The right balance of Carbon and Nitrogen rich materials. What are Carbon rich materials and why are they rich in Carbon? Understanding the Carbon cycle related to decomposition. Microorganisms feast on Carbon and Nitrogen rich materials in a physical and chemical process and release nutrients back into the soil. Nitrogen cycle in week three as part of Nitrogen (N), Phosphorus (P) and Potassium (K) exploration.

Worm castings as compost. Known as Vermicast. Worm poop! Vermicompost. More than 67% of waste in the USA is suitable for composting (including paper).

Center 1 – Make your own compost. In a baggie, mix 30 parts Carbon-rich waste (Browns) with 1 part Nitrogen rich waste (Greens). Add moisture and extra microorganisms (bacteria in exhaled air).

Center 2 – Review the compost pile that was set up last week. Is it working or not? Analyze variables in the pile and diagnose potential issues. Use the soil thermometer to check for thermophilic action.

Considering everything that we know about the composting process, make a decision on the best location in the garden microclimate for a compost pile.

### **Week three – Plant chemistry 101**

Carbon in dead plants comes from the process that plants use to make their own food – Photosynthesis. When the plant dies the process stops and the Carbon Dioxide in the process becomes separated, the Oxygen splits off and the Carbon remains and is trapped in the plant material. As plants grow they also collect Carbon in their cells – especially woody plants like trees. They store a lot of Carbon.

Ocean plant life also plays a big role in the Carbon cycle and has been happening for 3 billion years, much less than 400 million years on land. This was then tied into the 2017-18 EEAC theme of Caring for our Oceans in the statement that if we poison our oceans with waste and chemicals and do not take care of them, it will have a huge impact on total Carbon cycling on our planet.

Review of how Carbon and Hydrogen combine in Photosynthesis to make plant based Carbo(Hydrates) and how animals and humans consume plants and break these into sugars for energy.

Exploring three, other main plant chemical components and their importance – NPK  
Nitrogen – responsible for roots, green plant tissue, returned to the soil when a plant dies. The Nitrogen cycle including Nitrogen fixing by the legume family of plants, by lightening, and chemistry in laboratories and factories that now produce inorganic Nitrogen rich fertilizers. Second tie into EEAC theme – Nitrogen pollution in rivers and oceans, one of the USA's biggest environmental challenges.

Phosphorus – helps the plant to change Carbohydrates into plant sugars to stimulate flowering. Made available to plants from broken down rock in soil and water traveling over rocks. Taken up by plant roots in water. Key to flower production and aids fruit production. Third tie into EEAC theme – Similar to Nitrogen, Phosphorus pollution in rivers and oceans causes algal blooms, suffocating

rivers, feeding bacteria that causes illness in plants and aquatic life, contaminating water. Another huge environmental issue.

Potassium – aids production of good sized fruits and vegetables. Potassium as a ‘turbo booster’ in the plant’s internal system that transports water and sugars. Increases effectiveness of plant processes, speeding up delivery of vital elements to make more water and sugar available to newly forming fruits and veggies. Naturally found in soil minerals, mineral dust and in the ocean Greensand and in seaweed and kelp, most sustainable for harvesting growing up to 3ft per day!

Center activity – Make an NPK bracelet or key chain. Thread beads onto a band to represent chemical elements – Brown (Carbon), Letter N (Nitrogen), Letter P (Phosphorus), Letter K (Potassium), Clear (Oxygen/Carbon Dioxide), Blue (Water).

#### **Week four – Interdependence: lifecycles of plants and animals (Science and Art)**

Decomposition and compost is a product of INTERDEPENDENCE in our garden. The lifecycles of plants and animals depend upon each other and benefits like compost, that are a product of those relationships, would not happen if everything stood alone. Food chains/food webs especially are a good example of INTERDEPENDENCE with both plants and animals being part of the chain and ultimately the circle of life. To understand our garden as a growing habitat we need to understand these relationships, with the most plentiful inhabitants of the garden habitat being insects!

Insect facts and figures (population, species definition, pest identification, insect anatomy, insect food chains, beneficial insects).

Activity: Group directed draw – anatomically/scientifically correct grasshopper (including discussion on grasshopper facts and the grasshopper as part of the food chain).

#### **Week five – Capturing the Beauty of Nature (Artistic skills)**

Improving your photography skills to take better pictures of nature, landscapes and people in natural surroundings.

Exploring the use of Light, Composition (in the frame, out of the frame, where you put things in the frame), rule 1/3rds, Perspective (angle, distance, perspective combinations – finding a new perspective on something ordinary), Emotion (wait for the moment, connect with the subject, look for the energy, don’t force it, the eyes as the windows to the soul). Post processing/editing – subtle changes, natural enhancement, make it hard to tell if it’s been edited at all!

Center 1 – Set up, produce and capture an action shot (leaf fall photo)

Center 2 – Set up, produce and capture a static shot (student with plants)

#### **Week six – Cool season harvest (Lettuce/Lactuca) taste testing and fact sheet, certificate presentation**

Social studies - History of Lactuca first grown in Ancient Egypt. Brought to America by Christopher Columbus in 1494. China now grows and supplies 50% of the world’s lettuce. Second most popular vegetable in the USA. Four main kinds of lettuce (Crisphead, Bibb/Butterhead, Romaine, Looseleaf). Contains Vitamin A and potassium, some Vitamin C and calcium. Mostly water.

Center 1 – Mix soil, seed lettuce, read seed packets for growing information.

Center 2 – Lettuce tasting (do the four different kinds of lettuce taste different?) Taste, texture, describing taste, deciding which is your favorite.

Presentation of certificates.

### FALL SESSION OPNS & MCMS

During Fall 2017, OPNS students had a garden scavenger hunt, planted seeds, mixed and dug soil, planted and tasted celery, watered, were greenhouse helpers, made a compost bracelet, planted a garden in a glove and observed roots and shoots of radish seeds.

At the MCMS Garden Club members started the design, engineering and remodeling of the worn-out planting beds. They fixed irrigation and learned how to cut pvc pipe and raise or lower sprinkler and/or drip heads. They also turned over and fertilized several beds in the big garden and planted cool season vegetables including kale, chard, red and green cabbage, and red and gold potatoes. Students pruned herbs and perennial vegetables, watered and maintained fruit trees. They trialed a low budget pest prevention method of upturned wire wastebaskets as plant protection.

### WINTER 2017-18

We provided two garden instructors for 1 day per week at each of the elementary schools. This next 6-week block of lessons was for all 2<sup>nd</sup>- 3<sup>rd</sup> grade students and each class received 30 minutes of garden instruction per week. The areas of instruction covered were:

#### **Week one – introduction to program goals – seasons, microclimates, variables & seeding**

Similar lesson to week 1 of 4-5<sup>th</sup> grades. Slightly toned down on vocabulary and without partner site survey element.

Activity: Walk and group discussion instead, group survey of the site, reading thermometers, reviewing passage of sun in the garden throughout the day, identifying shade areas, cooler areas, hotter areas. Seed planting based on more limited choice of seeds but still including reading and reviewing seed packet data to determine the right seed for the right season.

#### **Week two – Waste and composting**

Identifying the right location for the compost pile considering the microclimate of the garden. What is compost? How do you make compost? Controlling the decomposition process. Carbon and Nitrogen rich materials (Browns and Greens).

Activity: Making a compost bracelet. Finalizing the right position for the compost pile and discussing what to bring from home for next week's lesson, to make a compost pile.

#### **Week three – Making Compost!**

Composting video. Discussing decomposers and decomposition. What are Microorganisms? Bacteria and the Fun Guy! Show and tell what you brought from home for the compost pile. Breaking up materials into small pieces to help the decomposition process.

Activity: UCCE Berkeley Method Hot Composting – making a compost pile together. Lasagna layering of green and brown materials, adding water, ensuring air. Discussing temperature needed for hot composting to aid decomposition.

### **Week four – The Compost Pile Food Web/Food Pyramid – focus on beetles (Art and Science unit)**

Demonstration on the transfer of energy through the food pyramid within the compost pile. Level 1-3 predators and level 4 organic plant materials (energy source). Introduction to Bacteria, Fungi, Earthworms, Snails, Slugs, Millipedes, Sow Bugs, Earwigs, Flies. Feather-winged beetles, Springtails, Flatworms, Nematodes and Spiders. Centipedes, Mites, Rove Beetles, Ground Beetles and Ants.

Focus on beetles as a serious predator in the compost pile. Discussion of species and history. Adaptations and habitat. Physiology/anatomy of a beetle. Predators and predation. Biggest and smallest of the species, lifecycle.

Activity: Group directed draw – anatomically/scientifically correct beetle

### **Week five – St Patrick’s Day and the Amazing Lucky Clover**

Common and botanical (Latin) name for Clover – Trifolium (Tri- meaning 3 leafed). Clover family of plants has special powers. Not magical but scientific! Introducing the Nitrogen cycle (tie back into Composting). How does Nitrogen get into a plant? Through the roots. But plants cannot take up pure Nitrogen it has to go through a process to be able to dissolve in water as a Nitrate. Lightning storms, factory processing (reference to Nitrogen pollution), decomposition from existing plants, Nitrogen ‘fixing’ by a special family of plants which includes the Clover/Trifolium.

Center 1 – plant your own pot of lucky, Nitrogen fixing Clover

Center 2 – make and draw a Clover plant marker with information about its superpower!

### **Week six – Cool season harvest (Lettuce/Lactuca) taste testing and fact sheet, certificate presentation**

Social studies - History of Lactuca first grown in Ancient Egypt. Brought to America by Christopher Columbus in 1494. China now grows and supplies 50% of the world’s lettuce. Second most popular vegetable in the USA. Four main kinds of lettuce (Crisphead, Bibb/Butterhead, Romaine, Looseleaf). Contains Vitamin A and potassium, some Vitamin C and calcium. Mostly water.

Center 1 – Mix soil, seed lettuce, read seed packets for growing information.

Center 2 – Lettuce tasting (do the four different kinds of lettuce taste different?) Taste, texture, describing taste, deciding which is your favorite.

Presentation of certificates.

### WINTER SESSIONS AT OPNS & MCMS

During Winter 2017-2018, OPNS students planted potatoes, printed potato penguins, sowed cool season seeds, watered the potatoes, planted lucky clover, went on a worm hunt and we read a worm book together.

At the MCMS Garden Club we reviewed fruit tree pruning techniques, tended the gardens, continued remodeling the garden beds and began project planning and technical designs for our spring Carton2Garden competition entry. Posters were designed for collection of juice and milk boxes from other campuses to use in our competition entry.

## SPRING 2018

We provided two garden instructors for 1 day per week at each of the elementary schools. This final 6-week block of lessons was for all TK – 1st grade students and each class received 30 minutes of garden instruction per week.

### **Week one – seasons, weather, climates & seeding**

How many seasons in a year? Two gardening seasons – understanding cool and warm growing seasons. What else do plants need to grow – water, light, air. What is our Oak Park climate like? Describe it. Weather patterns in different seasons. Looking for weather and climate information on seed packets to help us grow the right plant at the right time.

Activities: Seed planting the right seed for the current season. Looking at pictures and drawing a picture of a fruit and/or vegetable that grows in the warm season and one that grows in the cool season.

### **Week two – Coincided with Earth Week – Plastic pollution (in our oceans and on land)**

Understanding that plastics pollute oceans and the land. All our beautiful natural spaces are being polluted by trash, much of it plastic that doesn't naturally go away or 'break down'. Introduction to the concept of natural and organic materials that break down over time and return nutrients back to the land. Understanding that plastic is man-made and does not do this.

How much plastic? The same as 80 million Blue Whales or 1 billion Elephants over the last 70 years. If continues, by the time a Kindergartener is 40 years old, it will be 320 million blue whales or 4 billion elephants! Life sized examples. To use less plastic finding out what's natural and what is not and, if we can, be informed to make better choices to use natural materials that breakdown.

Activity: Sort the 'trash pile' into natural and not natural. "Ask Mr Kurt" game to find out how long each item takes to break down and return to the Earth.

### **Week three – Composting**

Taking the concept of natural items that break down as a lead into composting. Watching a video to see natural things decomposing – making compost and returning all their goodness back into the soil. Nature's way of recycling. Who helps nature to recycle and break things down? Decomposers!

Activity: Explore plates of compost to find decomposers and identify them.

Introduction to worm composting. Greens and browns for the worms to eat. Making plans to set up a worm hotel! Why do we compost with worms? Worm poop!

### **Week four – Worm composting continued...**

Students brought green and brown scraps from home to help set up the worm hotel. Finding out fun facts about the best worms for composting – Red Wiggler worms.

Activity: Making a bracelet or key chain to remind ourselves what worms need to make compost. Green bead (Greens), brown bead (Browns), clear bead (Air), blue bead (Water), black band (rich, dark Compost).

Adding scraps in layers to our worm hotel, spritzing with water and adding worms. Learning how the worm hotel (Can-O-Worms) works.

### **Week five – Sunflowers (Art and Science – also coincided with Mother’s Day**

Finding out that many of the world’s most famous paintings are of gardens, landscapes, nature, flowers, fruits and things related to growing. Focus on Monet’s ‘The Water Lily Pond’ and impressionism and discussion about painting the same scene time and time again in different seasons, different times of day, weather and light. Second focus on Van Gogh’s ‘Sunflowers’ and how the artist loved to paint flowers, especially sunflowers which he believed represented happiness and friendship. Van Gogh & Gauguin and Gauguin’s painting of Van Gogh painting sunflowers. Lead into sunflower facts and lifecycle of a sunflower. How seeds are distributed. When do sunflowers grow (tie back into seasons). Tallest sunflower facts.

Activity: making a special sunflower planting pot and planting a sunflower seed for the special lady in your life on Mother’s Day!

### **Week six – Compost pile food web/food pyramid, focus on beetles**

Basic introduction to the transfer of energy through the food pyramid within the compost pile. Level 1-3 predators and level 4 organic plant materials (energy source). Introduction to Bacteria, Fungi, Earthworms, Snails, Slugs, Millipedes, Sow Bugs, Earwigs, Flies. Feather-winged beetles, Springtails, Flatworms, Nematodes and Spiders. Centipedes, Mites, Rove Beetles, Ground Beetles and Ants.

Focus on beetles as a serious predator in the compost pile. Discussion of beetle facts. Predators and predation. Basic insect anatomy Biggest and smallest of the species.

Activity: Beetle connect the numbered dots. Color to represent one of the many species of beetles and attach shiny hard sequins to represent the beetle’s hard wing case.

Presentation of certificates.

### SPRING SESSIONS AT OPNS & MCMS

During Spring 2018, OPNS students followed a very similar lesson plan to DK-1<sup>st</sup> grade. Their lessons included simplified versions of the basic composting creatures, seeding, sunflowers and beetle classes.

The MCMS Garden Club completed their Carton2Garden competition entry with video and project using recycled containers as weights to espalier an apple tree to encourage increased fruit production through horizontal training of branches to increase plant sugar flow to fruit bearing nodes. Cartons were also used to install a deep root watering system to improve the health of the tree by encouraging deep lateral root growth instead of horizontal shallow roots.

The club completed the garden bed remodel but ran out of time to revise the pest covers – which will be a priority for the coming growing season. They harvested garlic, cabbages, potatoes, kale, chard, radishes, lettuces, and sowed warm season seeds and transplants for tomatoes, beans, peppers, eggplant, squash and cucumbers.

## IN ADDITION

During the 2017-2018 school year, 2eden school gardens also assisted the District with several key additional projects and improvements including:

- Re-establishing the Brookside Garden in its temporary location – improving temporary fencing
- Remodeling planting beds at OHES and ROES
- Mentoring MCMS students in remodeling planting beds and irrigation at MCMS
- Improving garden storage provision at BES and OHES
- Interview with The Talon promoting OPUSD’s School Garden Program
- Custom lesson delivery: UCCE Berkeley Composting method - Environmental Sciences MCMS
- Custom lesson delivery: Landscape Architecture as a career - Architecture classes at OPHS
- Three School Gardens booths at the annual Sustainability Fair – seedlings, using scented plant cuttings to deter pests and foraged bouquets (fundraising for Sustainable Harvest International)
- Competition entry research, materials, completion, submission and video editing for MCMS Garden Club Carton2Garden
- Scheduling hand watering for the Brookside Garden during the summer (no automated system in temporary location)
- Attending EEAC meetings
- Culmination planters/plant arrangements and planted appreciation gifts for teachers – BES 5<sup>th</sup> grade culmination
- Twitter, Facebook and Instagram promotion of OPUSD school garden program activities

## **SECTION TWO: SCHOOL GARDEN PROGRAM 2018-19**

In anticipation of the year ahead, we look forward to continuing to deliver a program that will:

- 1) Further promote global citizenship, sustainability and environmental stewardship.
- 2) Be increasingly valued as a quality resource in the teaching of Common Core and Next Generation Science Standards, with continued alignment and connectivity to standards, improved partnerships with teaching staff and direction from the Director of Curriculum & Instruction.
- 3) Continue to connect to nutrition, health and wellbeing and assist, where possible, with growing and provision of school grown, organic produce for school breakfasts, nutrition breaks and lunches.
- 4) Continue to work closely with OPUSD Business Operations, Facilities and Maintenance to further improve OPUSD School Gardens and campuses and be involved in future plans to improve garden facilities.
- 5) Continue progress in the delivery and promotion of edible schoolyards.
- 6) Help facilitate implementation, education and promotion of this year’s EEAC focus, continue to participate in the OPUSD Sustainability Fair and Big Sunday events.

## DRAFT TOPIC OUTLINES FOR 2018-19

- The importance of trees (impact on soil, erosion prevention, cleaning the air, providing shade, fighting climate change, for food provision etc)
- What tree are you and where do you come from? (tree identification, leaf identification, identifying bark, tree detectives, sizes, shapes, growth habits, nativity)
- Tree anatomy (large scale plant science, photosynthesis, respiration, evapotranspiration)
- Wonderful workings of wood (uses, different kinds and their properties, sustainable harvesting)
- Forest facts (including natural disasters such as wildfires)
- Healthy forests and California's water supply (Forest watersheds and the water cycle)
- Carbon sink or Carbon source (trees and revisiting the Carbon cycle, carbon footprint)
- Edible trees (care, maintenance, root stocks, grafting and pruning, fruit and nut trees)

### **SECTION THREE: Developing Districtwide Education and Awareness in Plant, Environmental and Agricultural Sciences (PEAS plan)**

Vision: A District-wide strategic plan to enhance and develop student, educator and community education, instruction and engagement, and opportunity and awareness in plant sciences (botany, horticulture & agriculture) and environmental sciences.

- To continue to build on a three-year foundation of plant science and organic gardening education provided to DK-5<sup>th</sup> grades, mentoring of the MCMS garden club and MCMS Environmental Studies elective, and introduction to gardening delivered at OPNS.
- To complete the provision and integration of a structured progression from preschool 'Introduction to Gardening', through 'NGSS Plant and Environmental Science' at elementary level, further assist the development of curriculum and volunteer clubs to deliver plant, environmental and agricultural science for all grades at MCMS and, achieve delivery and facilities to support an accredited Agriculture/Horticulture and Environmental science elective at OPHS\*
- Working with the District site development strategy, to develop and enhance outdoor classroom facilities at each site to facilitate the physical delivery of the plan including exploring greater curriculum integration of the District's many best practice examples of green campus environmental excellence currently underutilized as educational tools.
- Working alongside the District Nutrition and Wellness strategy, to integrate, develop and capitalize on opportunities for nutrition provision in PEAS delivery.
- To work with parent groups (PFAs/PTAs), OPEF, District Committees and local community organizations to promote, educate and align activities in keeping with the plan, its educational, science-based and environmental objectives and promotion of best practice through a holistic approach across the District.
- To inform and raise awareness of the OPUSD PEAS plan at a national level.

- Through a comprehensive approach to fund raising, secure funding and grants to achieve PEAS deliverables.

\*Not to be confused with current AP Environmental Science elective (a global perspective on the world, culture, and the relationship between humans and the planet). It is intended that the OPHS PEAS elective be a science-based exploration/education into past, current and breakthrough developments in plant and soil science, environmental horticulture, agricultural and environmental engineering, economics and environmental science. Also offering many opportunities for multi-disciplinary cross overs.

Thank you again for your interest in our school garden program provision.

Sincerely,



Debra Leith  
Certified Landscape Designer & Master Gardener  
Zeden studio – [design.garden.grow](http://design.garden.grow)

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.4.d. APPROVE STAFF DEVELOPMENT AGREEMENT WITH READING AND WRITING PROJECT NETWORK, LLC.**

**ACTION**

**ISSUE:** Shall the Board of Education enter into an agreement for staff development with Columbia University’s Reading and Writing Project Network, LLC.

**BACKGROUND:** This agreement is to provide staff development for K-5 general and special educators for the purpose of ongoing implementation of Reading Workshop. Each school will have 10 days of on-site Staff Development (5 days each for K-2 and 3-5). Staff Developers provide support to grade levels in pull out meetings as well as in-classroom training with students. Staff is recommending that the board approve the accompanying agreement with Columbia University’s Reading and Writing Project Network, LLC.

**FISCAL IMPACT:** The cost of the agreement is \$90,000, plus other expenses related to staff developers travel and lodging. Funding source is the general Fund (LCAP Goal 1.3 – Professional Development) and is included in the 2018-19 adopted budget.

- ALTERNATIVES:**
1. Approve Staff Development Agreement with Columbia University’s Reading and Writing Project Network, LLC. and authorize the Superintendent to sign the agreement on behalf of the District.
  2. Do not approve Staff Development Agreement with Columbia University’s Reading and Writing Project Network, LLC.

**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.	_____	_____	_____	_____

August 17, 2018

Jay Greenlinger  
Oak Park USD  
5801 Conifer Street  
Oak Park, CA 91377

Dear Jay,

This letter describes 2018-19 contract between Reading Writing Project Network, LLC and Oak Park USD for professional development services to be rendered by the Network to the district. The specific arrangements outlined here were developed over the past weeks through conversations between Reading Writing Project Network, LLC staff and district personnel.

For this year, your district has agreed to purchase services totaling **\$90,000**.

These services include:

	#	Cost	Subtotal
<b>1. Professional Development and Site based coaching as detailed:</b>			
<b><u>Brookside ES</u></b>			
• 5 days with a Senior Primary Staff Developer	5	\$2,400	\$12,000
• 5 days with an Upper Grade Staff Developer	5	\$2,200	\$11,000
<b><u>Oak Hills ES</u></b>			
• 5 days with a Primary Staff Developer	5	\$2,200	\$11,000
• 5 days with a Senior Upper Grade Staff Developer	5	\$2,400	\$12,000
<b><u>Red Oak ES</u></b>			
• 5 days with a Senior Primary Staff Developer	5	\$2,400	\$12,000
• 5 days with an Upper Grade Staff Developer	5	\$2,200	\$11,000
<b>2. Reimbursement of Estimated Travel Expenses (see paragraph below):</b>	30	\$700	\$21,000
<b>TOTAL</b>			<b>\$90,000</b>

**Expenses and Payment**

As usual, we expect to bill for the Network staff developer's travel expenses for each consulting day he/she spends in your district. We will be charging you for air fare, ground transportation, hotel and food costs. Also, we send our billing statements on a monthly basis, and will expect payment within 6 weeks of being invoiced. After 8 weeks, a 10% late fee will be added to your invoice.

### **Audio and Video Recording**

Making recordings of any portion of this conference is unlawful and violates the rights of RWPN and the presenters. RWPN reserves all rights to bring legal action against any individuals believed to have engaged in unlawful recording, copying, sharing, or posting and/or any other violation of law, including without limitations copyright and privacy laws.

### **Cancellations**

Once you sign this contract, we will reserve time to work with you. If, at a later date, budgetary or other constraints make it necessary for you to rescind on this agreement then;

- You will be charged for any non-refundable expenses.
- We will work together to reschedule the visit if it is at all possible.
- If a rescheduled visit is not possible, there will be a 10% charge on any dates for which we have more than one month's notice and a 30% charge for any cancellations with less than one month's notice.
- If the cancellation occurs after the staff development consultant has departed for the scheduled visit due to a "force majeure" (such as, but not limited to a public emergency or calamity i.e.: snowstorm, blizzard, war, strike, fire), there will be a 50% fee for the scheduled visit to compensate the staff development consultant for the loss of work.

We assume that you share our commitment to making this work productive so that it makes a difference in your schools. If we determine the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

If there is a discrepancy between the specific details in this letter and your understanding of our agreement please email Kathleen Neville at [kathy@readingandwritingproject.com](mailto:kathy@readingandwritingproject.com) or call [917-484-1482](tel:917-484-1482).

To help you prepare accurate purchase orders, **please note that payment should be made to:**

**Reading Writing Project Network, LLC**  
**18 Pelham Lane**  
**Ridgefield, Connecticut 06877**  
**(EIN 30-0017231)**

We look forward to working together this year.

Sincerely,



Lucy McCormick Calkins  
Founding Director

Copy to Kathy Neville

Reading Writing Project Network, LLC Contract

This Agreement dated on this \_\_\_\_\_ day of \_\_\_\_\_ by and between Oak Park USD  
And Reading Writing Project Network, LLC.

The parties hereby agree to the terms, provisions and conditions of this agreement as stated:

Signed by \_\_\_\_\_ Date \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY 3514.1 – HAZARDOUS SUBSTANCES – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3514.1 – Hazardous Substances?

**BACKGROUND:** Board Policy 3514.1 is being updated to reflect legal requirements regarding toxic art and craft supplies, formerly in BP 6161.3 - Toxic Art Supplies. Board Policy 3514.1 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 3514.1 – Hazardous Substances.  
2. Do not amend Board Policy 3514.1 – Hazardous Substances.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3514.1(a)

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## Hazardous Substances

The Governing Board desires to provide a safe school environment that protects students and employees from exposure to potentially hazardous substances that may be used in the district's educational program and in the maintenance and operation of district facilities and equipment.

*(cf. 3514 – Environmental Safety)*

*(cf. 4119.42/4219.42/4219.42 – Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4157/4257/4357 – Employee Safety)*

*(cf. 5141.22 – Infectious Diseases)*

*(5142 – Safety)*

~~*(cf. 6161.3 – Toxic Art Supplies)*~~

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

*(cf. 3510 – Green School Operations)*

*(cf. 3514.2 – Integrated Pest Management)*

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement and ~~monitor~~ maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

*(cf. 1240 – Volunteer Assistance)*

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances including storage, disposal and protection when using any potentially hazardous substances.

*(cf. 6142.93 – Science Instruction)*

The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 7-12 unless it includes a warning label as specified in

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3514.1(b)

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Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage. (Education Code 32064)

**Reference:**

EDUCATION CODE

*32060-32066 Toxic art supplies in schools*

*49340-49341 Hazardous substances education*

*49401.5 Legislative intent; consultation services*

*49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal*

FOOD AND AGRICULTURAL CODE

*12981 Regulations re pesticides and worker safety*

HEALTH AND SAFETY CODE

*25163 Transportation of hazardous wastes; registration; exemptions; inspection*

*25500-25520 Hazardous materials release response plans; inventory*

LABOR CODE

*6360-6363 Hazardous Substances Information and Training Act*

*6380-6386 List of hazardous substances*

*108100-108515 California Hazardous Substances Act*

CODE OF REGULATIONS, TITLE 8

*339 List of hazardous substances*

*3203 Illness and injury prevention program*

*3204 Records of employee exposure to toxic or harmful substances*

*5139-5230 Control of hazardous substances, especially*

*5154.1-5154.2 Ventilation*

*5161 Definitions*

*5162 Emergency eyewash and shower equipment*

*5163 Control of spills*

*5164 Storage of hazardous substances*

*5191 Occupational exposure to hazardous chemicals in laboratories, chemical hygiene plan*

*5194 Hazard communication*

CODE OF REGULATIONS, TITLE 22

*67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Science Safety Handbook for California Public Schools, 2012*

CALIFORNIA OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT PUBLICATIONS

*Art and Craft Materials in Schools: Guidelines for Purchasing and Safe Use, September 17, 2016*

WEB SITES

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

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

*California Office of Environmental Health Hazard Assessment: <http://www.oehha.ca.gov>*

*Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>*

Adopted: 3-18-86

Amended: 7-11-89, 9-17-02, 2-17-04, 8-20-13, 9-17-18

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.5.b. APPROVE AMENDMENT OF BOARD POLICY 5145.9 – HATE-MOTIVATED BEHAVIOR – First Reading**

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**ISSUE:** Should the Board of Education approve amendment of Board Policy 5145.9 – Hate-Motivated Behavior?

**BACKGROUND:** Board Policy 5145.9 is updated to define hate-motivated behavior and expand material related to collaboration, staff training, and enforcement of rules regarding student conduct. Policy also provides for the use of uniform complaint procedures when the behavior is determined to be based on unlawful discrimination. Board Policy 5145.9 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment of Board Policy 5145.9 – Hate-Motivated Behavior.
2. Do not approve the amendment Board Policy 5145.9 – Hate-Motivated Behavior.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.9(a)

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## Hate-Motivated Behavior

~~In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in our society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or~~  
The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ~~race,~~ ethnicity, national origin, immigrant status, ~~culture, heritage, gender,~~ sex, gender, sexual orientation, ~~physical/mental attributes, or~~ religious beliefs, ~~or practices.~~ age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5131- Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5131.5 – Vandalism and Graffiti)*

*(cf. 5136 - Gangs)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5147 – Dropout Prevention)*

~~*(cf. 5149 – At Risk Students)*~~

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. ~~These~~ Such collaborative efforts shall be focused on ensuring ~~providing~~ an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

*(cf. 1020 – Youth Services)*

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

*(cf. 1700 – Relations Between Private Industry and the Schools)*

~~*(cf. 6020 – Parent Involvement)*~~

*(cf. 5148.2 - Before/After School Programs)*

The district shall provide students with age-appropriate instruction ~~to help~~ that includes the development of social-emotional learning, promotes ~~an~~ their understanding of and respect for

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

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human rights, diversity, and ~~tolerance~~-acceptance in a multicultural society, and ~~to~~ provides strategies to manage conflicts constructively.

*(cf. 5138 – Conflict Resolution/Peer Mediation)*  
*(cf. 6142.3 – Civic Education)*  
*(cf. 6142.4 – Service Learning/Community Service Classes)*  
*(cf. 6141.94 – History-Social Science Instruction)*

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

*(cf. 6164.2 - Guidance/Counseling Services)*

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall ~~provide ensure that~~ staff ~~with receive appropriate~~ training ~~to~~ on recognizing and preventing hate-motivated behavior and ~~methods for handling such behavior in appropriate ways.~~ on effectively enforcing rules for appropriate student conduct.

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

## ~~Grievance Procedures~~ Complaint Process

~~Any student or who feels that he/she~~ parent/guardian who believes the student is a victim of hate-motivated behavior ~~shall immediately contact the principal or designee.~~ is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

*(cf. 3515.3 - District Police/Security Department)*  
*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

~~Upon receiving such a complaint, the principal or designee shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described~~

~~in AR 5145.7— Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.~~

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

~~*(cf. 5131—Conduct)*~~

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

~~*(cf. 5145.7—Sexual Harassment)*~~

~~Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and/or law enforcement, as appropriate.~~

~~As necessary, the district shall provide counseling, guidance and support, to students who are the victims of hate-motivated behavior and to students who exhibit such behavior.~~

~~*(cf. 6164.2—Guidance/Counseling Services)*~~

**Legal Reference:**

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

~~186.21 Street terrorism; legislative findings and declarations~~

422.55 Definition of Hate crimes

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Prohibition of discrimination based on age

**Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

~~California Student Safety and Violence Prevention—Laws and Regulations, April 2004~~

~~Bullying at School, 2003~~

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL

~~ASSOCIATION OF ATTORNEYS-GENERAL-PUBLICATIONS~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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~~Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999~~

~~Dear Colleague Letter: Harassment and Bullying, October 2010~~

~~Dear Colleague Letter: Prohibited Disability Harassment, July 2000~~

~~U.S. DEPARTMENT OF JUSTICE PUBLICATIONS~~

~~Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997~~

## WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

~~National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>~~

California Office of the Attorney General: <http://oag.ca.gov>

~~United States~~ Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.html>

<http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, ~~Community Relations Service~~: <http://www.usdoj.gov/ers> <http://www.justice.gov>

Adopted: 9-17-02

Amended: 11-17-09, 9-17-18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.5.c. DELETION OF BOARD POLICY 6161.3 – TOXIC ART SUPPLIES – First Reading**

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**ISSUE:** Shall the Board of Education approve the proposed deletion of Board Policy 6161.3 –Toxic Art Supplies?

**BACKGROUND:** Board Policy 6161.3 is being deleted and key concepts incorporated into BP 3514.1 - Hazardous Substances. Board Policy 6161.3 is being submitted for deletion based on CSBA’s recommendation.

**ALTERNATIVES:** 1. Approve the deletion of Board Policy 6161.3 – Toxic Art Supplies.  
2. Do not amend Board Policy 6161.3 – Toxic Art Supplies.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6161.3*

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## Toxic Art Supplies

The Governing Board recognizes its responsibility to protect the health and safety of students in the selection of materials used for instruction in arts and crafts activities.

The Superintendent or designee shall develop procedures for the purchase, use and proper disposal of arts and crafts materials which ensure that the health and safety of students is protected from harmful exposure to toxic substances in accordance with Education Code 32064 and established health standards.

The Superintendent or designee shall ensure that arts and crafts material purchased for use by students in grades K-6 will not contain toxic substances or cause chronic illness as determined by the State Department of Health Services.

Students in grades 7-12 are considered able to read and understand product labels and to take adequate precautions to use products which are prohibited for use in grades K-6. The Superintendent or designee shall ensure that arts and crafts materials purchased for use in grades 7-12 meet the requirements of Education Code 32065. The products must be properly labeled to identify toxic ingredients, warn of potential adverse health effects and describe procedures for safe use and storage.

*(cf. 3514—Environmental Safety)*  
*(cf. 3514.1—Hazardous Substances)*  
*(cf. 5142—Safety)*

### Legal Reference:

#### *EDUCATION CODE*

32060 Legislative findings and declarations  
32061 Art or craft material; definition  
32062 Human carcinogen; definition  
32063 Toxic substance causing chronic illness; definition  
32064 Restrictions on purchases of arts and crafts materials  
32065 Warning labels  
32066 List of toxic art supplies; preparation and distribution

#### *HEALTH AND SAFETY CODE*

108500-108515 Labeling of arts and crafts materials

#### *PENAL CODE*

594.1 Aerosol containers of paint

### Management Resources:

#### *CDE PROGRAM ADVISORIES*

0712.94 Toxic Art Supplies List of Approved Products CIL:94/95-01

Adopted: 7-21-87

Amended: 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY 6162.5 STUDENT ASSESSMENT – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6162.5 – Student Assessment?

**BACKGROUND:** Board Policy 6162.5 is being updated to reflect NEW LAW (AB 1035) which addresses the use and purpose of interim and formative assessments that are part of the California Assessment of Student Performance and Progress, prohibits their use for high-stakes purposes as defined, and requires that teachers who administer the assessments have access to all pertinent functions and information. Board Policy 6162.5 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 6162.5 – Student Assessment.  
2. Do not amend Board Policy 6162.5 – Student Assessment.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

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## Student Assessment

The Governing Board recognizes that student assessments are an important instructional and accountability tool. **To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.**

*(cf. 6162.51 - State Academic Achievement Tests)*

Assessment data shall be used to help determine individual student's progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

*(cf. 0460 – Local Control and Accountability Plan)*

*(cf. 0500 – Accountability)*

*(cf. 2140 – Evaluation of Superintendent)*

*(cf. 4115 – Evaluation/Supervision)*

*(cf. 4315 – Evaluation/Supervision)*

*(cf. 5121 – Grades/Evaluation of Student Achievement)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

*(cf. 6011 – Academic Standards)*

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

~~*(cf. 6162.51 – State Academic Achievement Test)*~~

~~*(cf. 6162.52 – High School Exit Exam)*~~

*(cf. 6190 – Evaluation of Instructional Program)*

~~To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.~~

~~*(cf. 3553 – Free and Reduced Price Meals)*~~

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

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*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 6162.54 - Test Integrity/Test Preparation)*

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or ~~his~~ designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

*(cf. 4131/~~4331~~ - Staff Development)*  
*(cf. 4331 - Staff Development)*

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

*(cf. 0510 - School Accountability Report Card)*

## **Interim and Formative Assessments**

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

*(cf. 5123 - Promotion/Acceleration/Retention)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6152 - Class Assignment)*  
*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6174 - Education for English Learners)*

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

## **Individual Record of Accomplishment**

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an

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individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the achievement test **required and administered as part of the California Assessment of Student Performance and Progress, or any predecessor assessments**, pursuant to Education Code 60640-60649~~7-or any predecessor assessments~~
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 – Career Technical Education)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

(cf. 5125 – Student Records)

## **Legal Reference:**

### EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 – Evaluation and assessment of performance of certificated employees (Stull Act)

49558 Free and reduced-price meals; use of individual applications and records

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

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

52060-52077 Local control and accountability plan

60600-60652 Assessment of academic achievement

60640-60649 California Assessment of Student Performance and Progress

60800 Physical fitness testing

60810 Assessment of language development

~~60850-60856 Exit examination~~

60900 California Longitudinal Pupil Achievement Data System

### CODE OF REGULATIONS, TITLE 5

~~850-870 Standardized Testing and Reporting program~~

~~1200-1216 High School Exit Examination~~

850-864 California Assessment of Student Performance and Progress

### UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

## **Management Resources:**

### CDE PUBLICATIONS

~~Key Elements of Testing, May 2004~~

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*BP 6162.5(d)*

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~~U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
*Teachers' Use of Student Data Systems to Improve Instruction, 2007*~~

WEB SITES

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

~~California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>~~

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

~~Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>~~

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

Adopted: 4-26-78

Amended: 11-19-80, 6-19-84, 7-21-87, 9-17-02, 9-16-14, 9-17-18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD BYLAW 9270 – CONFLICT OF INTEREST - First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Bylaw 9270 – Conflict of Interest?

**BACKGROUND:** Board Bylaw 9270 is revising Exhibit A – Designated Position to reflect current positions in the District. Board Bylaw 9270 is being submitted to comply with Government Code 87306.5 which states that all Conflict of Interest Codes must be reviewed and amended as needed by local agencies during even-numbered years.

**ALTERNATIVES:** 1. Approve the amendment to Board Bylaw 9270 – Conflict of Interest.  
2. Do not amend Board Bylaw 9270 – Conflict of Interest.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9270(a)

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## Conflict of Interest

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

*(cf. 9005 – Governance Standards)*

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5).

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

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Bylaws of the Board

BB 9270(b)

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When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

*(cf. 9320 – Meetings and Notices)*

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

*(cf. 4117.2, 4217.2/4317.2 – Resignation)*  
*(cf. 9222 – Resignation)*

## Conflict of Interest under the Political Reform Act

A Board member, designated employee or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, is acting within the authority of his/her office or position. (2 CCR 18704)

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

## Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2CCR 18707)

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1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

*(cf. 3430 – Investing)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

## Conflict of Interest under Government Code 1090 - *Financial Interest in a Contract*

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, in a contract made by the Board, the contract is void. (Government Code 1090)

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A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

## Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

## Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

*(cf. 4136/4236/4336 – Nonschool Employment)*

## Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

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BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9270(e)*

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Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include:(Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

**Legal Reference:**

EDUCATION CODE

*1006 Qualifications for holding office*

*35107 School district employees*

*35230-35240 Corrupt practices, especially:*

**OAK PARK UNIFIED SCHOOL DISTRICT  
BYLAWS OF THE BOARD**

Series 9000

Bylaws of the Board

BB 9270(f)

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*35233 Prohibitions applicable to members of governing boards*

*41000-41003 Moneys received by school districts*

*41015 Investments*

FAMILY CODE

*297.5 Rights, protections, and benefits of registered domestic partners*

GOVERNMENT CODE

*1090-1099 Prohibitions applicable to specified officers*

*1125-1129 Incompatible activities*

*81000-91014 Political Reform Act of 1974, especially:*

*82011 Code reviewing body*

*82019 Definition, designated employee*

*82028 Definition, gift*

*82030 Definition, income*

*82033 Definition, interest in real property*

*82034 Definition, investment*

*87100-87103.6 General prohibitions*

*87200-87210 Disclosure*

*87300-87313 Conflict of interest code*

*87500 Statements of economic interests*

*89501-89503 Honoraria and gifts*

*89506 Ethics; travel*

*91000-91014 Enforcement*

PENAL CODE

*85-88 Bribes*

REVENUE AND TAXATION CODE

*203 Taxable and exempt property - colleges*

CODE OF REGULATIONS, TITLE 2

*18110-18997 Regulations of the Fair Political Practices Commission, especially:*

*18700-18707 General prohibitions*

*18722-18740 Disclosure of interests*

*18750.1-18756 Conflict of interest codes*

COURT DECISIONS

*McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)*

*Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261*

*Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469*

*Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th . 655*

*Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App. 4th 511*

ATTORNEY GENERAL OPINIONS

*92 Ops.Cal.Atty.Gen. 26 (2009)*

*92 Ops.Cal.Atty.Gen. 19 (2009)*

*89 Ops.Cal.Atty.Gen. 217 (2006)*

*86 Ops.Cal.Atty.Gen. 138(2003)*

*85 Ops.Cal.Atty.Gen. 60 (2002)*

*82 Ops.Cal.Atty.Gen. 83 (1999)*

*81 Ops.Cal.Atty.Gen. 327 (1998)*

*80 Ops.Cal.Atty.Gen. 320 (1997)*

*69 Ops.Cal.Atty.Gen. 255 (1986)*

*68 Ops.Cal.Atty.Gen. 171 (1985)*

**OAK PARK UNIFIED SCHOOL DISTRICT  
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*65 Ops. Cal. Atty. Gen. 606 (1982)*

*63 Ops. Cal. Atty. Gen. 868 (1980)*

**Management Resources:**

**CSBA PUBLICATIONS**

*Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010*

**FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS**

*Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005*

**INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS**

*Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009*

*Understanding the Basics of Public Service Ethics: Transparency Laws, 2009*

**WEB SITES**

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

*Fair Political Practices Commission: <http://www.fppc.ca.gov>*

*Institute of Local Government: <http://www.ca-ilg.org>*

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 11-19-02, 11-14-06, 10-19-10, 9-16-14, 8-16-16

**OAK PARK UNIFIED SCHOOL DISTRICT  
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Disclosure Categories

Category 1: Broadest Disclosure (Schedules A-1, A-2, B, C, D and E)

- a. All sources of income, gifts, loans and travel payments;
- b. All interests in real property; and
- c. All investments or business positions in business entities.

Category 2: Real Property (Schedule B)

All interest in real property, including interest in real property held by business entities and trust in which the public official holds a business position or has an investment or other financial interest.

Category 3: Land Development, Construction and Transaction (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4: Procurement (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5: Regulation and Permitting (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated positions, agency or department.

Category 6: Funding (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

Designated Positions

Designated Position Disclosure Category

**OAK PARK UNIFIED SCHOOL DISTRICT  
EXHIBIT**

*Series 9000*

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Governing Board Members 1  
Superintendent of Schools 1  
Assistant Superintendent, Business and Fiscal Services 1  
Assistant Superintendent, Human Resources 1  
Fiscal Services Director 1  
Curriculum and Instruction Director 1  
Educational Technology and Information Systems Director 1  
Pupil Services Director 1  
Preschool Director 1  
~~Alternative Education Director 1~~  
Director Student Support and School Safety  
Director Extended Care Programs  
Principals 1  
Assistant Principals 1  
Sustainability, Maintenance and Operations Director 1

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract

**OAK PARK UNIFIED SCHOOL DISTRICT  
EXHIBIT**

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*E 9270(c)*

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6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Adopted: 9-17-02

Amended: 9-16-14, 8-16-16, [9-17-18](#)

**20168 CONFLICT OF INTEREST CODE**  
**Oak Park Unified School District**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Oak Park Unified School District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Oak Park Unified School District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 17~~6~~<sup>th</sup>, day of ~~August~~<sup>September</sup>, 201~~8~~<sup>6</sup>:

---

Anthony W. Knight Ed.D.  
Superintendent and Secretary of the  
Board of Education

**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES</b> (From Exhibit B)	<b>FILING OFFICER</b> (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
<b>5</b>	<b>Board Members</b>	<b>1</b>	<b>COB</b>
<b>1</b>	<b>Superintendent of Schools</b>	<b>1</b>	<b>COB</b>
<b>1</b>	<b>Assistant Superintendent, Business Services</b>	<b>1</b>	<b>COB</b>
<b>1</b>	<b>Assistant Superintendent, Human Resources</b>	<b>1</b>	<b>AC</b>
<del>7</del> <b>8</b>	<b>Directors</b>	<b>1</b>	<b>AC</b>
<del>6</del> <b>5</b>	<b>Principals</b>	<b>1</b>	<b>AC</b>

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: B.5.f. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9310 – BOARD POLICIES - First Reading**

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**ISSUE:** Should the Board of Education approve an amendment to Bylaws of the Board 9310 – Board Policies?

**BACKGROUND:** Board Bylaw 9310 updated to address alignment of board policies with the district's vision, goals, and local control and accountability plan and add the concept of proactively addressing equity and equal access in board policies. Material rearranged to emphasize that policies are not operative if in conflict with applicable federal or state law or regulations or court decisions.

**ALTERNATIVES:** 1. Approve an amendment of Bylaws of the Board 9310 – Board Policies.  
 2. Do not approve an amendment Bylaws of the Board 9310 – Board Policies.

**RECOMMENDATION:** At the Board’s discretion.

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9310(a)

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## Board Policies

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to ~~the~~ students, staff, parents/guardians and the community. ~~Board policies are binding on the district to the extent that they do not conflict with federal or state law and consistent with the district's collective bargaining agreements.~~

*(cf. 9000 - Role of the Board)*

The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

*(cf. 0000 – Vision)*

*(cf. 0100 – Philosophy)*

*(cf. 0415 - Equity)*

~~*(cf. 9000 – Role of the Board)*~~

*(cf. 0460 - Local Control and Accountability Plan)*

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

*(cf. 2210 - Administrative Discretion Regarding Board Policy)*

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agendas/Meeting Materials)*

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9310(b)

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## Policy Development and Adoption Process

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision statement, new ~~or~~ goals in the local control and accountability plan, educational research or trends, ~~or a change in the superintendency or Board membership. The need may also occur as a result of~~ an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested persons.
2. As needed, the Superintendent or designee shall gather fiscal ~~and other~~ data, staff and public input, related district policies, sample policies from California School Boards Association or other organizations or agencies, and other useful information to fully inform the Board about the issue.  
  
*(cf. 1220 - Citizen Advisory Committees)*
3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, ~~how the proposed policy may affect~~, community expectations, staff recommendations, and the expected impact of the policy on student learning and well-being, ~~community expectations, staff recommendations, fiscal impact, as well as the policy's impact on equity,~~ governance, and the district's fiscal resources and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

*(cf. 9323 - Meeting Conduct)*

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

*(cf. 9322 - Agenda/Meeting Materials)*  
*(cf. 9323.2 - Actions by the Board)*

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9310(c)

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The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or [the desire](#) to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

## Board Bylaws

The Board shall prescribe and enforce rules for its own ~~governance~~[ment](#) consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

## Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other ~~necessary~~ provisions. The Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

## Monitoring and Evaluation

At ~~the any~~ time, ~~a policy is adopted~~, the Board and Superintendent or designee ~~shall~~[may](#) determine ~~whether an evaluation of the policy should be scheduled and,~~ [that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled.](#) ~~†~~If so, [the Board and Superintendent or designee](#) shall agree upon a timeline and, [as applicable,](#) measures for evaluating the effectiveness of the policy in achieving its purpose.

*(cf. 0500 - Accountability)*

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9310(d)

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## Access to Policies

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. ~~A public copy of the policy manual shall be maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.~~ The policy manual shall be maintained electronically and/or by paper copy.

(cf. 1113 - District and School Web Sites)  
(cf. 1340 - Access to District Records)

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue. Policies shall be posted on the district's web site when required by law.

(cf. 1112 - Media Relations)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 5145.6 - Parental Notifications)  
(cf. 6020 - Parent Involvement)

## Suspension of Policies

~~No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.~~

~~(cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)~~

## Legal Reference:

### EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules
- 35160 Authority of governing boards
- 35160.5 Annual review of school district policies
- 35163 Official actions, minutes and journal
- 35164 Vote requirements

## Management Resources:

### CSBA PUBLICATIONS

- ~~Targeting Student Learning: The School Board's Role as Policymaker, 2005~~
- ~~Maximizing School Board Leadership: Policy, 1996~~

### WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online~~TM~~), Policy ~~Audit~~-Review Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

**OAK PARK UNIFIED SCHOOL DISTRICT  
BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9310(e)*

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*National School Boards Association: <http://www.nsba.org>*

Adopted: 10-19-77

Amended: 11-8-78, 3-2-83, 11-6-84, 11-13-91, 3-12-02, 9-17-02, 12-12-06, 9-17-18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: VII.1. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**

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INFORMATION

**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through September 7, 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 has produced a monthly status report on the progress of authorized Measure S bond projects. This month's report follows for the Board's information and review.

**RECOMMENDATION:** None - for information only.

Prepared by: Keith Henderson, Bond Construction Manager  
Enoch Kwok, Director, Educational Technology and Information Systems  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



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

**Budget vs. Commitments and Expenditures**  
thru Aug. 31, 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		
<b>Measure S Management</b>									
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	660,527	-	569,699	90,828	In Planning	IN PROGRESS
	<b>1,026,261</b>	<b>-</b>	<b>1,026,261</b>	<b>927,382</b>	<b>98,879</b>	<b>831,554</b>	<b>95,828</b>		
<b>District Wide</b>									
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	7,094,871	(1,971)	7,092,900	1,971	Closeout	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscap 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
	<b>8,004,442</b>	<b>99,375</b>	<b>8,103,817</b>	<b>7,701,032</b>	<b>402,785</b>	<b>7,588,464</b>	<b>112,568</b>		
<b>Brookside Elementary School</b>									
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	90,012	159,148	In Design	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	-	17,206	Out to Bid	IN PROGRESS
	<b>4,540,407</b>	<b>(6,230)</b>	<b>4,534,177</b>	<b>464,975</b>	<b>4,069,201</b>	<b>228,565</b>	<b>236,410</b>		
<b>District Wide</b>									
18-28S Chromebook Refresh	250,000	-	250,000	-	250,000	-	-	In Planning	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	-	31,500	-	-	In Planning	IN PROGRESS
	<b>281,500</b>	<b>-</b>	<b>281,500</b>	<b>-</b>	<b>281,500</b>	<b>-</b>	<b>-</b>		
<b>Medea Creek &amp; OPHS</b>									
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	-	36,100	-	-	In Planning	IN PROGRESS
	<b>36,100</b>	<b>-</b>	<b>36,100</b>	<b>-</b>	<b>36,100</b>	<b>-</b>	<b>-</b>		
<b>Medea Creek Middle School</b>									
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	334,160	-	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	1,354,199	152,195	439,264	914,936	Construction	Waisman Const Awarded 6-11-18
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,373,250	-	4,373,250	286,840	4,086,410	188,551	98,289	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	145,577	14,558	102,522	43,055	Complete	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
	<b>6,521,214</b>	<b>43,693</b>	<b>6,564,907</b>	<b>2,297,765</b>	<b>4,267,142</b>	<b>1,223,123</b>	<b>1,074,642</b>		
<b>Multiple Sites</b>									
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



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

**Budget vs. Commitments and Expenditures**  
thru Aug. 31, 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		
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	13,473	1,197	Complete	NOC APPROVED 08/12/18
18-26S Collaborative Furniture	200,000	-	200,000	183,497	16,503	34,603	148,894	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
	<b>281,169</b>	<b>1,532</b>	<b>282,701</b>	<b>272,589</b>	<b>10,113</b>	<b>120,249</b>	<b>152,340</b>		
<b>Oak Hills Elementary School</b>									
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,859	5,978	133,859	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
18-19S Modernize Admin & Core Support Facilities	2,873,122	-	2,873,122	325,690	2,547,432	14,646	311,044	In Design	IN PROGRESS
	<b>3,081,311</b>	<b>(4,507)</b>	<b>3,076,803</b>	<b>523,394</b>	<b>2,553,410</b>	<b>212,350</b>	<b>311,044</b>		
<b>Oak Park High School</b>									
17-34S Security Lighting at Cul De Sac	375,000	(93,728)	281,272	283,134	(1,862)	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing	249,060	(50,226)	198,834	198,836	(2)	175,028	23,808	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	53,552	2,819	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,885	-	40,713	2,173	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing	52,800	-	52,800	49,870	2,930	28,377	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
	<b>1,047,984</b>	<b>(218,347)</b>	<b>829,637</b>	<b>803,679</b>	<b>25,958</b>	<b>753,387</b>	<b>50,293</b>		
<b>Red Oak Elementary School</b>									
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
	<b>4,862,182</b>	<b>(1,540)</b>	<b>4,860,642</b>	<b>338,911</b>	<b>4,521,731</b>	<b>33,323</b>	<b>305,588</b>		
<b>Totals</b>	<b>29,682,570</b>	<b>(86,024)</b>	<b>29,596,546</b>	<b>13,329,727</b>	<b>16,266,818</b>	<b>10,991,016</b>	<b>2,338,712</b>		

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIN VRANESH, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

**INFORMATION**

***Welcome Back to Brookside***

Brookside welcomed back 571 DK-5th grade students this year. Our teachers and staff kicked off the first day by leaving inspiring messages to welcome our students and families on to campus. We also had “Stripes” the Tiger greeting students as they arrived on the first day of school. We continued this fun morning with a Welcome Back Coffee with the Principal in our MPR where several parents joined Mrs. Vranesh and the fabulous Brookside PTA to kick off the school year.



Our theme this year is TEAM BROOKSIDE. We discussed the value and importance of teamwork and will continue expanding on that throughout the year. We defined the ultimate team as an Olympic Team and our teachers and staff worked through the 1st TEAM BROOKSIDE Olympic games at our Welcome Back Staff Meeting on August 6th. Teams competed in a series of events and quickly learned how crucial unity and collaboration were in order to successfully complete the games!



Here is some of our staff showing off their new TEAM BROOKSIDE shirts!



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

Our students are off to a great start this year! We will continue being bucketfillers and promoting kindness and mindfulness. In classrooms, teachers are taking time to practice mindfulness and sharing mindful tips with students. At every Friday Assembly, students are asked to take a minute to be mindful about what they have accomplished that week.

We are looking forward to our afterschool enrichment classes starting the week of September 4th. These activities will include Animal Adventures, Solar System Creative Crafting, Cooking, Mad Science, Woodworking, and more. We have also started Drama class on Wednesdays and our Chorus will begin meeting very soon as well. Our fifth grade students also have the opportunity to participate in the Disney Imagineering program this year.

We have welcomed The Club Oak Park Childcare program onto our campus and have worked closely with our site leader, Laura Morser, to help promote a fun, engaging, safe program for our students and families.

Our terrific PTA hosted their first event on August 25th. We welcomed hundreds of Brookside families onto campus for our annual movie night. We had many yummy goodies, games, and activities for families to enjoy at this fun event!



Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

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**INFORMATION**

**Welcome New Staff**

This year we will welcome a few new members to our team. Joining our school this year is Michelle Cass, who previously taught fourth and fifth grades in San Jose. She received her Liberal Studies degree from CSU, Chico and teaching credential from Santa Clara University. Her family moved to Oak Park in 2006 where she continued working with children as a parent volunteer, while staying home to raise her four children. She returned in 2015 as a guest teacher and instructional aide. Michelle is thrilled to be part of the Oak Hills family this year teaching fourth grade with Enid Miller!

Chris Lockrey has moved from her half-time position in fourth grade to join the third grade team full-time. She is excited to take over the classroom from Mrs. Farwell, who will spend the year at home caring of her adorable newborn.

We are also happy to have Jan Campanile join our team supporting math instruction in the upper grades. She applied her mathematics skills for thirteen years at Rocketdyne-Boeing before taking time off to raise her family. She comes to us with math tutoring experience, and most recently worked on the Red Oak Elementary playground supervision team. She is excited to be in the classroom supporting math in our upper grades.

Finally, we are especially sad to bid farewell to Bonnie Chasin as she heads off to San Antonio, Texas. Bonnie served our students with love, compassion, and plenty of good humor for 14 wonderful years. She will be greatly missed by students, staff, and parents alike. But we are very excited to welcome Laura Rosen who will take over her position. Many in our community know Laura as a former parent at Oak Hills, and across the District. She has been an active volunteer supporting many programs from K-12, and is equally involved with organizations outside of Oak Park.

We owe you a big THANK YOU to the many teachers who served as interview committee members to carefully select the best of the best.

**Opening of School**

The school year got off to a great start at Oak Hills as we welcomed all our new and returning students and their families. Monday evening, July 30th, we held our Ice Cream Social to welcome new families. At this informal get together, new students and their families got to know each other and connected with some of our existing families. Student registration was held the following Thursday and Friday and although nearly everyone participated, the wait time was quite reasonable, thanks to our dedicated PTA volunteers. On Friday, we gave our new students an orientation and tour, led by a group of our Student Ambassadors. In addition to helping the students learn their way around the campus, these trained Ambassadors have been working hard to help the newcomers feel comfortable during the potentially difficult first few days in their new school. On Monday, August 6th we held a separate orientation just for Kindergarten and Discovery Kindergarten students and their families. The students and parents met their teacher and learned their way around the classroom. This made the transition on the first day of school much easier on hesitant students (and their parents too).

On the first day of school all students met with Mr. Warren to discuss what it means to be a student at Oak Hills. We reviewed some essential rules and boundaries, and discussed how students treat one another within the Oak Hill family. We talked about conflicts that may come up between friends at school

and how to resolve them with respect and empathy.

### **Oak Hills Family Picnic**

On Friday evening, September 17th, the entire Oak Hills community gathered on the field for the Oak Hills Family Picnic. The purpose of this annual event is to provide a to welcome all newcomers, and catch up with old friends after the summer. A special thank you goes out to our amazing PTA for organizing such this event.

### **Student Council**

The Oak Hills student council is off to a great start. Students from each homeroom class are elected by their classmates to represent their class at our monthly meetings. Officers are then selected from among the representatives.

All students who run for representative are encouraged to participate as a member at large, regardless of the outcome of the elections. The spring semester officers are:

President: Presley Deck  
Vice-President: Taylor Bessey  
Secretary: Karthik Chamarty  
Treasurer: Daniella Russillo  
Publicists: Anika Amladi  
Cooper Dodds  
Grace VanSchnooneveld  
Hannah Modaberpour

Congratulations to all of our candidates for delivering thoughtful speeches, and running honorable campaigns. We look forward to their service and leadership.

### **Music Van**

Our students enjoyed another visit from the New West Symphony Music Van. Our amazing music teacher, Steve Waldman, was able to gather all the instruments over the weekend, bring them to school, and introduce them to our students. The children gained hands-on experience with a wide variety of instruments as they rotated between the brass, woodwinds, strings, and percussion sections, guided by an extremely patient army of parent volunteers.

Registration for our before/after-school chorus and instrumental music programs is underway and we will soon begin weekly practices.

### **GATE and Enrichment Programs**

Next week we will begin our 5th grade STEAM enrichment program. This program is designed to offer an additional course of study, beyond the differentiated, inquiry-based, hands-on projects that occur regularly for all students. The program is open to all interested fifth-grade students and is often of particular interest to many of our GATE identified students. This year we have over sixty students signed up to participate.

This lunchtime program, now in its seventh year, is based on the Science of Disney Imagineering curriculum. This series of classes provides students with an exciting “hands-on” extension of basic science concepts. Students will have the opportunity to use “outside the box” thinking to complete activities related to the subject of the week. Additionally, students will use reading, writing, art, math, and computer knowledge to further their understanding of the science theme being taught. The program will again be taught by the amazing Stacy Dishlip.

### **Back-to-School Night**

Back to school nights at Oak Hills were a great success, with evening sessions, K- 2nd on Tuesday and 3rd-5th the following Thursday. Each group gathered under the shade of our solar panels for a brief

general meeting. This included an overview of the elementary counseling program by Holly Baxter, a presentation by our PTA, and information about the exciting work of our Oak Park Education Foundation. Parents spent the rest of the evening in the classrooms meeting with their child's teacher(s). The parents discovered the exciting learning opportunities that await their children over the course of the year, learned what they will need to do to support their child's education at home.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: STACY LAFRENZ, PRINCIPAL, RED OAK ELEMENTARY SCHOOL**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: X.3. MONTHLY BOARD REPORT**

**INFORMATION**

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**New Student Orientation**

This year's new student orientation, held on Monday, August 6th, was a success. DK and Kindergarten parents enjoyed their time meeting their teachers and checking out classrooms. Fourth and fifth grade student leaders led our new first-fifth grade families on tours, showcasing all Red Oak has to offer. It was a good time for all involved and was well attended.

**Back to School Night**

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.

**Music Van**

Our third through fifth graders once again got to experience and experiment with a wide range of string, brass, wind, and percussion instruments thanks to our PFA. The two-day visit on August 27th and 28th from the New West Symphony Music Van brought the orchestral instruments to our students for a "hands-on" experience.

**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 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.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**INFORMATION**

**Homework Club Begins September 5<sup>th</sup>: 3:00-4:00.** This year Homework Club is offered 3 days per week: **Tuesdays Room C-17; Wednesdays Room E-4; Thursdays Room E-5.** Homework Club Agreement Forms are available at the Student Window.

**Club Fair September 6<sup>th</sup>:** Students have the opportunity to sign-up for a student Club that interests them—or they may work with the Assistant Principal to, possibly, start one of their own with an adult sponsor. Thanks to ASB for hosting this, as well as the adult club sponsors for being there and sponsoring a huge array of student-centered year-long Clubs!

**Outdoor Education/ Managing 6<sup>th</sup> Grade Digital Citizens Meeting September 11<sup>th</sup> @3:00:** This is an informational meeting in the gym for 6<sup>th</sup> grade parents regarding the engaging, annual curricular trip to Pali Institute in Running Springs November 28<sup>th</sup>-30<sup>th</sup>. We will also share some digital information tips for parents and their 6<sup>th</sup> grade digital citizens in reference to the implementation of the one-to one Chromebook initiative this school year.

**W.E.B (Where Everyone Belongs):** MCMS Counselors continue to implement this middle school mentoring (8<sup>th</sup> graders to 6<sup>th</sup> graders) and transition program to foster student leadership and build a culture of caring and connectedness at school. They have had morning get-togethers and have much more planned!

**Tobacco Bus of Horrors September 12-14:** Ventura County Department of Public Health will park its ‘movable classroom’ here to instruct students on making healthy choices and avoiding tobacco. This is part of our TUPE (Tobacco Use Prevention Education) work in the 6<sup>th</sup> grade.

**Lock Down Drill September 14<sup>th</sup>:** We will practice lockdown procedures. We are advertising the day of the Drill to the MCMS community, but not the time of day it will occur.

**Make-up Picture Day September 18<sup>th</sup> from 7:30 a.m. to 10:30 a.m.** This is for students, staff and volunteers who did not have their picture taken in early August.

**First School Tour of the year: September 25<sup>th</sup> @ 9:00 a.m.** Everyone meets in the Main Office.

**California Science Center Trip for 6<sup>th</sup> grade on September 28<sup>th</sup>:** All of our 6<sup>th</sup> grade will be going to see the King Tut Exhibit and the IMAX film, *The Mysteries of Egypt*, both bringing their 6<sup>th</sup> grade curriculum to life!

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

**INFORMATION**

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**REGISTRATION**

Thanks to Andrea Shapiro, PFA volunteers, and staff, who organized the fall registration. Because of several adjustments to the scheduling processes and procedures, there was less pressure on the counseling office as students adjusted their schedules. Once again, this year we conducted a freshman orientation on the 9<sup>th</sup> grade registration day and incoming freshmen received guided campus tours, a Q&A session with ASB students who presented “Tips & Tricks” for a successful freshman year. They also received their schedules with their teachers and rooms listed along with lunch on the great lawn and a goodie bag that included a new OPHS sports bottle, T-Shirt, OPHS Athletic bumper, sticker, and daily planner. We once again assigned lockers electronically and as of today every student has an assigned locker. We distributed textbooks prior to and it went very well so that every student had his or her textbooks prior to the first day of school

**FACILITIES**

The security fencing is complete from the lower field all the way to the library. Each of the exit gates has been fitted with “panic bar” hardware to allow staff and students to evacuate campus. The new JV Softball field has been installed on the lower field, which brings us up to Title IX compliance as far as facilities are concerned. The football scoreboard has been painted with new graphics. A new electronic Marquee sign has been mounted near the entrance of the gym and ASB

will be using it to display upcoming events and student and staff announcements. The street marquee has also been replaced and is up and running. The installation of a covered workspace in the courtyard next to the ceramics room is in progress and we expect that it should be completed by Winter break. The gym foyer and trophy case has received a facelift thanks to an Eagle Scout project. The classrooms and other areas were completely cleaned, the floors have been stripped and waxed, and the landscaping has been groomed and cleaned up. Richard, Erik, Oscar, Mo, and Jose, have done a fine job of getting classrooms ready and up and running.



**BACK-TO-SCHOOL NIGHT**

Back to School Night was held on September 6th. The evening began for our teachers with a dinner hosted by our PFA, and following a brief parent welcome in the Gym, the school bell then lead parents through their student’s class schedule and to their classrooms where teachers discussed the courses and class procedures.

**DRAMA - The Dining Room**

Under the direction of Mr. Allan Hunt and produced by the Oak Park Performing Alliance (OPPAA) our students are in rehearsals for our fall production, A. R. Gurney’s *The Dining Room*. Later in the year, we will be staging the musical “The Music Man”, along with a student-led Spotlight production to be named later.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KENT CROMWELL, PRINCIPAL OAK VIEW HIGH SCHOOL/OAK PARK INDEPENDENT SCHOOL**  
**DATE: MAY 17, 2018**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

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**INFORMATION**



**Field Trips**

Both OVHS and OPIS are busy setting up field trips for the upcoming year. OVHS will be focusing on nature-based field trips including Anacapa Island, Yosemite, and many local day trips including a Malibu Lake island restoration project that we are working to develop. OPIS will be visiting the King Tut exhibit, a show at the Pantages, the Getty Villa, and many more are in the works.



**Back to School**

OPIS students and families had a very successful registration day on August 1<sup>st</sup>. Our enrollment is strong and continuing to grow. It was great to meet all of the students and parents. Students received their books and materials, took their school pictures, and learned who their teachers would be.

Students are now busy moving through the school year and the teachers are doing a great job keeping all of their students moving forward and excited about learning.

**WASC**

The OPIS team has already met and picked up where we left off with the WASC process. Christine Brown has done a fantastic job so far and is continuing her efforts with us this year. At our last meeting, we created a writing prompt that the teachers will be giving to all of their students. We will assess the prompts and review samples of student work at all grade levels together as a team. We are hoping that this will help us to evaluate writing skill levels throughout the different grade levels. We will use this data to look at ways to assist students as they move through our program year to year.



**Back To School Night**

This year's Back to School Night was very well attended. Over half of our 33 families attended and met with the Oak View Staff. The first part of the evening was spent going over our school program and getting excited about the nature-based direction that we are heading. Parents were enthused, as are the students, and many parents offered to help out in a variety of ways.

During the second half of the evening, parents were able to follow their students' schedules and move room to room to meet with the teachers. Parents learned about all of the fun things that will be happening in the classrooms throughout the year as well as the fundamentals about how the classes work.

### **Self-Compassion Work Shops**

We are continuing an 8-week Self-Compassion for teens series again this year. It will continue to be led by Randi Liepman and one of our parents. The group will offer tools for students based on mindfulness and self-compassion. We are teaching students to help them overcome self-judgment and self-criticism in order to cultivate compassion towards themselves and others and really embracing who they are.

### **VCI Classes**

Oak View High School is excited to have the opportunity to continue to participate with the Ventura County Innovates program this year. Susan Allen will be teaching a Child Development course and KC Kelem will be teaching an Emergency Medicine course. In addition to that, we have two County Office teachers who are teaching ROP Graphic Production and ROP Film and TV Make-up. OPIS students are also able to enroll in those two courses along with Oak View students.

Respectfully Submitted,

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Anthony W. Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: SEPTEMBER 17, 2018**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

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**INFORMATION**

August has been a busy month! This is the first year we have started with full or nearly full classrooms and it is a great way to begin. Room 16 had space for 3 girls on Tuesday/Thursday and they filled last week. We have 50 students with 20 students in each class each day. Many of our families are returning and we have only 13 new families.

All of the new families and many of the returning families attended our Back-to-School Picnic and Mad Science Show. The families were able to put faces to names, relax with their children, and get to know one another. This picnic is an enjoyable time of building community and partnership with the teachers and others.



Also, at our picnic, we were presented with a check for \$250 from the Oak Park Education Foundation. Brandon McFadden, the Board Chair, presented the award for 3rd place in the number of parents responding to the parent survey that was sent out last year. That was a very nice surprise.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent