

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #987

DATE: January 21, 2020

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

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

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

BOARD OF EDUCATION

Barbara Laifman, President

Allen Rosen, Vice President

Drew Hazelton, Clerk

Derek Ross, Member

Denise Helfstein, Member

Anna Stephens, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Ragini Aggarwal, Executive Assistant

Adam Rauch, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Dr. Jay Greenlinger, Director Curriculum and Instruction

Enoch Kwok, Director, Educational Technology & Information Systems

Susan Roberts, Director, Pupil Services

Stewart McGugan, Director, Student Support and School Safety

Brendan Callahan, Director Bond Program, Sustainability, Maintenance and Operations

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

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

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

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the meetings. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. 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. (Board Bylaw 9323 Meeting Conduct)

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

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

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

NEXT REGULAR MEETING

Tuesday, February 18, 2020

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 Satinwood Ave.

Oak Hills Elementary School, 1010 Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 Kanan Rd.

Oak View High School, 5701 Conifer St

Oak Park Library, 899 Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #987
January 21, 2020**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code §54957)

B. PUBLIC EMPLOYEE EMPLOYMENT (Government Code 54957): Student Worker
Food Service Instruction Assistant I Grade K Temp, Walk-on-Coaches, College & Career
Center Technician Full Time, Custodian Substitute, Guest Teachers

C. SUPERINTENDENT EVALUATION (Gov. Code §54957): Superintendent's Goals
for 2019-2020 Midyear review

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. Remarks from Board Members
2. Remarks from Student Board Member
3. Remarks from Superintendent
4. 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 Organizational Board Meeting December 17, 2019](#)
Board Bylaw 9324 requires Board approval of minutes from previous meeting
- b. [Public Employee/Employment Changes CL24458- CL24476 & 01CE10002-01CE10047](#)
Board approval required for public employee employment and changes
- c. [Approve Purchase Orders – December 1 - December 31, 2019](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Quarterly Report on Williams Uniform Complaints – January 2020](#)
Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment, or facility conditions
- e. [Approve Out of State Travel for Certificated Employees to Attend the National Council of Teachers in Mathematics Conference in Chicago, IL April 1-4, 2020](#)
Board Policy 3350 requires Board approval for employees out of state travel
- f. [Accept 2019-2020 First Period Attendance Report](#)
Education Code 41601 requires Board approval of District's ADA for all full school months during the period between July 1 and December 31.
- g. [Approve Notice of Completion for Measure S Project 19-24S Installation of Additional Security Cameras Districtwide Phase 4](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- h. [Approve Notice of Completion for Measure S Project 19-27S Repair Wood Columns at Oak Park High School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- i. [Approve Notice of Completion for Measure S Project 19-28S Extend Shared Wall in Room 216 at Brookside Elementary School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- j. [Approve Notice of Completion for Measure S Project 19-30S Extend Height of Playground Fence at Brookside Elementary School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- k. [Approve Overnight Trip for Oak Park High School Thespian Club – February 21-22, 2020 Chapman College, Orange, CA](#)
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS SERVICES

- a. [Accept Annual Audit Report for Fiscal Year 2018-19](#)
Education Code 41020 and Board Policy 3460 require the Board to approve the annual audit report of the district's financial records
- b. [Approve Resolution #2020-01 Pupil Attendance Alternatives AB 99 – District of Choice \(DOC\) Space Availability for 2020-2021](#)
According to Education Code 48301, the Board shall establish the number of students who will be accepted for admittance into the district through this program.

c. Approve Acceptance of Donations

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

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

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

e. Approve Measure S Project 20-01S Next Generation Mac Laptop Pilot

Board Approval required for project funded by Measure S Bond Fund

f. Approve Measure S Project 20-02S Interactive Flat Panel Displays for Elementary School Creativity & Innovation Labs

Board Approval required for project funded by Measure S Bond Fund

3. CURRICULUM AND INSTRUCTION

a. Approve Renewal of District's Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2019-2020

Board Policy 3312 requires Board approval for contracts for services

4. HUMAN RESOURCES

a. Approve the Revised Job Description and Salary Schedule Placement for the Position of Director of Student Support and School Safety

Board approval required for revising a job description and placement on the salary schedule for an administrative position

b. Approve 2021-2022 Classified Employees Holiday Calendar

Board approval required for Classified Employees Holiday calendar

5. BOARD

a. Midyear Review and Discussion of the Board Approved 2019-2020 District Goals

The Board will review the progress made towards achieving the District Goals which were approved by the Board in August 2019

6. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan – First Reading

Board Policy updated to delete the section on "Technical Assistance/Intervention," as that material is now addressed in BP 0520 - Intervention for Underperforming Schools. Paragraph added to generally address actions that may be taken whenever a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the local control and accountability plan (LCAP). Regulation updated to reflect NEW LAW (AB 1240) which adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses.

b. Approve Amendment to Board Policy and Administrative Regulation 3350 – Travel Expenses – First Reading

Board Policy updated to clarify the requirement for board approval for all employee out of state travel. Regulation updated to include details on travel reimbursement.

c. Approve Adoption of Board Policy and Amendment of Administrative Regulation 3515 – Campus Security – First Reading

Board Policy added to clarify that audio capability of surveillance equipment should be disabled in accordance with state law prohibiting the recording of conversations unless the

parties to the conversation may reasonably expect that the communication may be overheard or recorded, and to reflect a National Institute of Justice recommendation that signage state that the district's surveillance system may or may not be actively monitored. Regulation adds section on "Locks" reflecting requirement for state-funded new construction projects, as well as certain modernization projects, to include locks that allow classroom doors to be locked from the inside. Regulation also adds strategies to increase adult presence and supervision on campus and to provide staff training in emergency response.

d. Approve Amendment to Board Policy 5131 – Conduct – First Reading

Board Policy updated to reflect NEW LAW (AB 272) which authorizes boards to limit or prohibit, except under specified circumstances, student use of smartphones while at school or while under the supervision and control of a district employee. Details regarding student use of mobile communication devices moved to BP 5131.8 - Mobile Communication Devices.

e. Approve Adoption of New Board Policy 5131.8 – Mobile Communication Devices - First Reading

New policy reflects NEW LAW (AB 272) which authorizes boards to limit or prohibit student use of smartphones while at school or while under the supervision and control of a district employee, except under specified circumstances (i.e., in an emergency, with permission of teacher or administrator, when directed by student's health care provider, when required by student's individualized education program). Policy also addresses reasonable search of students' mobile communication devices, employees' authority to confiscate a device, and discipline for off-campus use of a mobile communication device which poses a threat of danger to the safety of students, staff, or district property or substantially disrupts school activities.

f. Approve Amendment to Board Policy and Administrative Regulation 5142 – Safety - First Reading

Board Policy updated to add the district's responsibility to provide for the proper supervision of students during before- and after-school programs, morning drop-off at school, and afternoon pick-up and to provide for appropriate student instruction in emergency procedures. Policy adds section reflecting the requirement to print safety hotline numbers on student identification cards for students in grades 7-12, including the National Suicide Prevention Lifeline and, pursuant to NEW LAW (SB 316), the National Domestic Violence Hotline. Regulation updated to add communication of school rules to students, the responsibility of individuals supervising students to remain alert for unauthorized persons, and the requirement for inspection of new playgrounds by a certified safety inspector. Regulation also updates the list of activities with safety risks in accordance with the legal definition of "hazardous recreational activity" and prohibits any such activity unless it is properly supervised, students wear protective gear as appropriate, and participants have insurance coverage. Section on "Laboratory Safety" expanded to include student instruction in safety procedures, proper handling of hazardous materials and bloodborne pathogens, and accessibility of emergency information and first aid supplies.

g. Approve Amendment to Board Policy and Administrative Regulation 6145.6 – International Exchange - First Reading

Board Policy updated to clarify the scope of the policy, separate material pertaining to district students studying in another country and material pertaining to international exchange students studying in district schools, and reflect CSBA Legal Guidance. Policy also addresses student eligibility, information to obtain from the placement organization, and methods that may be used to calculate the total cost of educating an international student for the purpose of determining tuition. Regulation reflects the requirement to provide the placement organization with written acceptance of a student's enrollment, clarifies that a student's enrollment may be for one semester or one year, and adds optional language regarding the provision of a school transcript.

VII. INFORMATION ITEMS

1. [Month 4 and 5 Enrollment and Attendance Report](#)
2. [Monthly Cash Flow Report](#)
3. [Monthly Measure S Status Report](#)
4. [Monthly General Fund Report](#)

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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