

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #990

DATE: April 21, 2020

PLACE: Pursuant to Governor Newsom's Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting. The meeting will be conducted via teleconference/video conference. Members of the public will have the right to observe the meeting using this link: www.opusd.org/BoardMeeting. Members of the public may offer public comment as provided on page 2 of this agenda.

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

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 - <https://www.oakparkusd.org/Page/9952>

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, DOCUMENTATION IN ACCESSIBLE FORMATS, OR ACCOMMODATIONS DUE TO THE ELECTRONIC FORMAT OF THIS MEETING, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 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.

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER, THE COUNTY OF VENTURA HEALTH OFFICER'S DECLARATION OF A LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, AND PURSUANT TO EXECUTIVE ORDER N-29-20, THE BOARD MEETING ROOM IS CLOSED. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

Members of the public will have the right to observe the meeting auditorily using this link: www.opusd.org/BoardMeeting

Public Comments may be submitted via this link <http://www.opusd.org/PublicCommentForm>. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction please submit your comment via the form accessed by the above link by 6:00 p.m. on April 21, 2020. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. Comments on a matter related to an item on the Agenda may be submitted prior to the meeting and during the meeting using the above link.

This public comment form will be open to members of the public 30 minutes (at 4:30 pm) prior to the closed session of the public meeting which begins at 5 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.

The President of the Board will inquire if there is anyone in the audience who desires to address the board with respect to any item appearing on the regular meeting agenda, or on any issue within the jurisdiction of the Governing Board. Individual speakers will 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. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, every effort will be made to read your comment into the record. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant at raggarwal@opusd.org who will receive and submit the public comments in open session.

Your comments are greatly appreciated. However, in regard to comments which are not on the agenda, 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. 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)

NEXT REGULAR MEETING

Tuesday, May 19, 2020

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

The meeting will be conducted via teleconference/video conference.

AGENDA IS POSTED AT THE – OPUSD WEBSITE: <https://www.oakparkusd.org/Page/9952>

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #990
April 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.

Pursuant to Governor Newsom's Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting. The Oak Park Unified School District Board of Education will meet in Regular Session via teleconference/video conference. Members of the public will have the right to observe the meeting using this link: www.opusd.org/BoardMeeting. Public Comments may be submitted via this link <http://www.opusd.org/PublicCommentForm>

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** - (Government Code Section 54957(b)) Employee Appeal, per Administrative Regulation 4030
- B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION :**
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case
- C. PUBLIC EMPLOYEE EMPLOYMENT :** Instructional Assistant III Behavior, Instructional Assistant II Special Ed, Student Worker - Technology
- D. PUBLIC EMPLOYEE APPOINTMENT :** Pursuant to Government Code 54957
Title : Director of Student Support and School Safety

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

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 March 17, 2020

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. Public Employee/Employment Changes 01CL24553-01CL24564 & 01CE10135-01CE10189

Board approval required for public employee employment and changes

c. Approve Purchase Orders – March 1 – March 31, 2020

Board Policy 3300 requires Board approval of Purchase Orders

d. Approve Quarterly Report on Williams Uniform Complaint – April 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. Accept 2019-2020 Second Period Attendance Report

Board approval required for Second Period Attendance Report

ACTION

2. BUSINESS SERVICES

a. Accept 2018-19 Annual Audit Reports for Bond Measures C6, R, and S

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

b. Authorize Measure S Project 20-10S and Approve Contract of Services, Exterior Repairs to Portables at BES and MCMS

Board approval required for projects funded by Measure S Bond fund, and Board Policy 3312 requires Board approval for contracts for services

c. Approve a 1-year Renewal Agreement with Christy White Associates for Auditing Services for Fiscal year 2019-2020

Board policy 3312 requires Board approval for contract for services

d. Authorize Measure S Project 20-11S Restroom Upgrades at Red Oak Elementary School and Ratify Associated Contract

Board approval required for projects funded by Measure S Bond fund, and Board Policy 3312 requires Board approval for contracts for services

3. CURRICULUM AND INSTRUCTION

a. Approve 2020-2021 School Handbooks/Discipline Plans

Board approval required for changes to school handbook/discipline plan

b. Approve 2019-20 Oak Park High School Plan for Student Achievement

Education Code 64001 requires Board approval for School Plans for Student Achievement

c. Update on COVID-19, Distance Learning and School Closures

Staff will provide an update on the distance learning happening at all our schools

d. Review of LCAP Survey Data and Goals

Staff will share the results of the LCAP Parents, Student, and Staff surveys and an update on the LCAP Goals

e. Approve Agreement with IMS Technology for a Virtual Graduation Ceremony for Oak Park High School and Oak Park Independent School

Board policy 3312 requires Board approval for contract for services

f. Approve Authorization for Superintendent to Award Service Contract for a Virtual Culmination Ceremony for Medea Creek Middle School

Board policy 3312 requires Board approval for contract for services

4. HUMAN RESOURCES

a. Approve Resolution #2020-09 to Not Reemploy Certificated Employees Due to a Reduction or Elimination of Particular Kinds of Service

Board approval required to reduce or discontinue particular kinds of service in the 2020-2021 school year

b. Approve Resolution #2020-10 - Reducing or Discontinuing Particular Kinds of Service for Classified Employees

Board approval required to reduce or discontinue particular kinds of service in the 2020-2021 school year

5. BOARD POLICIES

a. Approve Amendment to Board Policy 2121– Superintendent’s Contract – First Reading

Board Policy updated to add professional development as an optional component that may be addressed in the superintendent's contract, consistent with CSBA's Superintendent Contract Template. Section on "Termination of Contract" deletes material related to maximum cash settlement requirements for contracts executed prior to January 1, 2016, since state law limits the term of the contract to a maximum of four years.

b. Approve Amendment to Board Policy and Administrative Regulation 3551 –Food Service Operations/Cafeteria Fund– First Reading

Board Policy updated to reflect NEW LAW (SB 265) which provides that students with unpaid meal fees must not be denied a reimbursable meal of their choice, eliminating the possibility that any student is required to receive an alternate meal. Policy also reflects a waiver granted by the U.S. Department of Agriculture extending the three-year Administrative Review cycle to a five-year cycle for school years 2017-18 through 2021-22. Regulation updated to reorganize the section on "Unpaid and Delinquent Meal Charges" to emphasize the prohibition against directing any action toward a student to collect unpaid school meal fees and reflect requirements, as amended by SB 265, to treat students with unpaid meal fees the same as other students.

c. Approve Amendment to Board Policy and Administrative Regulation 4112.2 – Certification – First Reading

Board Policy updated to clarify the hiring hierarchy if the district is unable to hire a person who possesses a clear or preliminary credential, including one who is approved for a limited assignment option. Policy reflects Commission on Teacher Credentialing (CTC) Coded Correspondence stating that, if the district needs to hire a person who has been granted a credential waiver by CTC, that person must qualify for a "variable term waiver." Policy also expands section on "National Board for Professional Teaching Standards Certification" to add examples of incentives that may encourage teacher participation. Regulation updated to (1) add

verification of temporary certificates for employees whose credential applications are being processed by the Commission on Teacher Credentialing; (2) add section reflecting requirements for the Teaching Permit for Statutory Leave, as added by NEW STATE REGULATIONS (Register 2016, No. 34); and (3) add authorization for the holder of the Teaching Permit for Statutory Leave, Provisional Internship Permit, or Short-Term Staff Permit to provide substitute teaching services as specified.

d. Approve Deletion of Administrative Regulation 5118 – Open Enrollment Act Transfers – First Reading

Administrative regulation deleted since CDE no longer identifies low-achieving schools based on the Academic Performance Index for purposes of developing an Open Enrollment List of schools, in which students had the option to transfer to a higher achieving school within or outside the district.

e. Approve Amendment to Board Policy and Administrative Regulation 5121 – Grades/Evaluation of Student Achievement – First Reading

Board Policy updated to allow the Superintendent to alter the grading practices under extraordinary circumstances, such as an emergency or disaster.

f. Approve Amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention – First Reading

Board Policy and regulation updated to reflect NEW LAW (AB 1767) which mandates age-appropriate policy on suicide prevention, intervention, and postvention for students in grades K-6 beginning in the 2020-21 school year. Policy reflects requirements to consult with specified stakeholders on policy development, coordinate with the county mental health plan whenever a referral is made for mental health or related services for a student in grades K-6 who is a Medi-Cal beneficiary, and ensure that employees act within the authorization and scope of their credential or license. Policy also reflects NEW LAW (AB 34) which requires the district, beginning in the 2020-21 school year, to post its suicide prevention policy in a prominent location on its web site. Regulation updated to move material regarding the printing of the national suicide hotline number on student identification cards to a new section. Regulation also adds an optional postvention strategy to identify and monitor students significantly affected by suicide and those at risk of imitative behavior.

g. Approve Adoption of New Board Policy 4113.5/4213.5/4313.5 – Working Remotely – First Reading

New policy addresses issues applicable to employees who work from home or another remote location, whether due to a school closure resulting from a widespread illness, natural disaster, or other emergency condition or upon the request of an individual employee. Policy clarifies that there is no entitlement to work remotely and that employees who are granted the ability to work remotely are subject to the same compensation, benefits, or other terms and conditions of employment appropriate for the position. Policy also addresses work hours, work environment, use of district equipment, reimbursement of expenses, safeguarding of district records, evaluation of job performance, and discontinuance of the remote work arrangement at the district's discretion.

h. Approve Adoption of New Board Policy 6157 Distance Learning – First Reading

New policy addresses the provision of distance learning opportunities to students, whether to all students due to a school closure or to individual students or classes as an alternative instructional method for academic purposes. Policy presents examples of the types of distance learning opportunities that may be offered, based on the California Department of Education's COVID-19 Guidance for K-12 Schools. Policy also addresses teacher training and support, availability to all students, use of district equipment, communications with students and parents/guardians, and grading criteria. Policy includes additional considerations in the event of a school closure, such as prioritization of content as well as maintenance of continuity, routine, and regular connections with students.

VII. INFORMATION ITEMS

1. [Revised Month 7 Enrollment and Attendance Report](#)
2. [Monthly Cash Flow Report](#)
3. [Monthly Measure S Status Report](#)
4. [Monthly General Fund Budget Report](#)

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 3-17-2020 #989
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:06 p.m. On March 12, 2020, Gov. Newsom issued Executive Order N-25-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advanced notice of each public meeting in accordance with the Brown Act and must notice at least one publicly accessible location from which members of the public can observe and offer public comment at the meeting.

Based on these guidelines, OPUSD Board of Education held a video conference/teleconference meeting on March 17th, with the Superintendent and necessary staff members present at Oak Park High School, Presentation Room G9, as was agendized. Members of the public were able to attend and view the meeting on the screen and participate in person.

BOARD PRESENT

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

Board President, Barbara Laifman reported that in Closed Session the Board would be discussing:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** - (Government Code Section 54957(b))
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Campus Supervisor, Walk-on-Coach, Data Systems Specialist Part Time, Guest Teacher
- C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION:** Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case
- D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:** (Paragraph (1) of Section 54956.9(d)) Student v. Oak Park Unified School District
- E. THREAT TO PUBLIC SERVICES OR FACILITIES:** Government Code 54957 Review and Discussion of Safety Procedures and Precautionary Measures. Consultation with Stew McGugan, Director of Student Support and School Safety

The Board adjourned to Closed Session at 5:07 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 6:00 p.m.

BOARD PRESENT

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

BOARD ABSENT

Anna Stephens, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, 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

Barbara Laifman led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President, Barbara Laifman, reported that in closed session for Item III D, the Board voted unanimously to accept the settlement offer of student vs. OPUSD. The District will pay a total of \$15,000.00 to settle this case. The Board took no other action in closed session.

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education adopted the agenda as presented except to table Item VI.A 1, 4, and 5. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent - 0.

PUBLIC SPEAKERS

There was one public speaker, a parent who asked a question on a non-agenda item regarding when online learning during school closures would commence. Superintendent, Dr. Tony Knight, provided information about how the staff is working on implementing distance learning to start the week of March 23rd, and the district is awaiting guidance from the California Department of Education and the Ventura County Office of Education. Since this item was not on the Agenda, per state law and Board Bylaws, the Board did not discuss the matter.

OPEN COMMUNICATIONS/PRESENTATIONS**REPORT FROM BOARD MEMBERS**

Board Member Derek Ross reported that he attended the K-5 Visual Arts Committee Meeting. Derek expressed his thanks and appreciation for the way the Superintendent and the District Leadership handled the school closures and communications.

Board Member Allen Rosen reported that he was unable to attend the MAC meeting. Allen expressed his wish that students, staff and parents stay safe and work together to get through this crisis.

Board Member Barbara Laifman shared that a book she had read about how to get through an emergency situation and recalled that following a routine was key to survival.

Board Member Drew Hazelton felt that this is a weird and odd time in our lives and asked that parents, students, and staff be patient and that the District would take the right steps to continue with student learning during these times.

Board Member Denise Helfstein thanked Dr. Knight and all the staff on doing a great job.

Superintendent Tony Knight shared a quote from Franklin D. Roosevelt “A Smooth Sea never made a skilled sailor”. Dr. Knight shared that he was collaborating with the Ventura County Office of Education and the other County Superintendents to brainstorm how the district will move forward with Distance Learning implementation and that more information would be coming shortly after he meets with his Leadership team.

REPORT FROM OAK PARK EDUCATION FOUNDATION

There was no report from the Foundation.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting February 18, 2020](#)
- b. [Public Employee/Employment Changes 01CL24526-01CL24551 & 01CE10102-01CE10134](#)
- c. [Approve Purchase Orders – February 1 – February 29, 2020](#)
- d. [Ratify Student Teacher Agreement with National University](#)
- e. [Approve Change Order 2, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School](#)
- f. [Ratify Change Order 1, Construction Services Agreement with SBS Corporation for Project 18-21S, Classroom Replacement at Medea Creek Middle School](#)
- g. [Deny Claim No. 2020-01 for Alleged Injuries](#)

B2. BUSINESS SERVICES

- a. [Adopt Resolution #2020-07, Calling To Increase Local Control Funding for California's Public Schools](#)
On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the adoption of Resolution #2020-07, Calling to Increase Local Control Funding for California's Public Schools. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- b. [Approve Certification of 2019-2020 Second Interim Financial Report and Budget Revisions](#)
On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Certification of 2019-2020 Second Interim Financial Report and Budget Revisions. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- c. [Adopt Resolution #2020-08, Participation in CSBA California School Cash Reserve Program](#)
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the adoption of Resolution #2020-07, Calling to Increase Local Control Funding for California's Public Schools. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – 0. Board member Barbara Laifman recused herself due to a remote interest as she is an employee of CSBA.

- d. [Approve Amendments to Architectural Service Agreement with HED for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School](#)
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Amendments to Architectural Service Agreement with HED for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- e. [Authorize Measure S Project 20-08S, Apple iPad Air Refresh and Award Related Equipment Purchase Contract](#)
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education authorized Measure S Project 20-08S, Apple iPad Air Refresh and Award Related Equipment Purchase Contract Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0
- f. [Authorize Measure S Project 20-09S, District Network Firewall Refresh and Award Related Equipment Purchase and Installation Contract](#)
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 20-09S, District Network Firewall Refresh and Award Related Equipment Purchase and Installation Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0
- g. [Approve Acceptance of Donation](#)
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Acceptance of Donation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0. The Board accepted the donation with gratitude.

B3. CURRICULUM

- a. [Review and Discuss Data from the LCAP Survey](#)
Dr. Jay Greenlinger presented raw survey data completed by staff, parents and students in regard to Oak Park’s current goals, as well as their input on potential goals for the future. Since the survey was still open, parents, staff and students were encouraged to complete and submit the survey so that the data is substantial and can be analyzed and brought back for board review and discussion at the next meeting.
- b. [Approve 2019-20 School Plans for Student Achievement](#)
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved 2019-20 School Plans for Student Achievement for all schools except for the High School The recommendation was for Oak Park High School to review the plan with its School Site Council and bring it back with any recommended amendments at the next meeting. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- c. [Approve Additional Instructional Material for the AP English III Class at OPHS](#)
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Additional Instructional Material for the AP English III Class at OPHS. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- d. [Approve New Course at OPHS College Preparatory\(CP\) Environmental Science](#)
On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved New Course at OPHS College Preparatory (CP) Environmental Science. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- e. [Approve New Course at OPHS Honors Spanish Culture and Film](#)
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved New Course at OPHS Honors Spanish Culture and Film. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- f. [Approve Additional PE Courses for OPHS Grades 10 through 12](#)
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Additional PE Courses for OPHS Grades 10 through 12. Motion carried Aye: Hazelton,

Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

g. Approve Alternative Assignments for Students who Opt-Out of Family Life/Sexual Health Curriculum

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Alternative Assignments for Students who Opt-Out of Family Life/Sexual Health Curriculum. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

Absent – 0.

B4. BOARD POLICIES

a. Approve Amendment to Board Policy 1431 – Waivers – First Reading

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 1431 – Waivers as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

b. Approve Amendment to Board Policy 3600 – Consultants – First Reading

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education tabled the amendment to Board Policy 3600 – Consultants in order for the District to receive guidance from our legal counsel. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

c. Approve Amendment to Board Policy and Administrative Regulation 5116.1 – Intradistrict Open Enrollment – First Reading

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administration Regulation Policy 5116.1 – Intradistrict Open Enrollment as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

d. Approve Amendment to Board Policy and Administrative Regulation 5117 – Interdistrict Attendance– First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administration Regulation Policy 5117 –Interdistrict Attendance as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

e. Approve Amendment to Board Policy and Administrative Regulation 5131.2 – Bullying – First Reading

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy and Administration Regulation Policy 5131.2 – Bullying as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

f. Approve Amendment to Board Policy and Administrative Regulation 5141.21 – Administering Medication and Monitoring Health Conditions – First Reading

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy and Administration Regulation Policy 5141.21 – Administering Medication and Monitoring Health Conditions as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

g. Approve Amendment to Board Bylaw 9323 Meeting Conduct – First Reading

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to Board Bylaw 9323 Meeting Conduct as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

OPEN DISCUSSION

On motion of Allen Rosen, seconded by Derek Ross, there being no further business before this Board, the Regular meeting is declared adjourned at 8:50 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: APRIL 21, 2020
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24553	Alexa (Lexi) Mesko	Instructional Assistant III - Behavior	3/13/2020	Special Ed	\$23.65	OHES
CL24554	Tatiana Turner	Instructional Assistant II SpEd - Sub	3/24/2020	Special Ed	\$17.52	DO
CL24555	Cameron Sloan	Student Worker Tech	3/13/2020	General	\$12.00	DO

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24556	Mahvash Ataei	Health Services Technician - TEMP - Increase in hrs	3/11/2020	General	\$ 22.06	OPHS
CL24557	Karen Cohen	Health Services Technician - Return from Medical Leave	4/20/2020	General	\$ 21.05	OPHS
CL24558	Alyssa Jones	Data Systems Support Specialist Paid Admin Leave extention 4.20.20	2/25/2020	General	\$ 28.24	DO
CL24559	Nooshin Nemati	Instructional Assistant I - Literacy & Numeracy	3/30/2020	OPEF	\$ 16.20	ROES
CL24560	Danielle Vigliotti	Instructional Assistant I - L & N Temp to Long Term Guest Teacher Gregg	3/30/2020	General	\$ 20.37	ROES
CL24561	Alex Gati	Instructional Assistant I Temp to Instrustional Assistant II SpEd Temp	4/1/2020	Special Education	\$ 17.52	BES
CL24562	Kate Mauge	Instructional Assistant I L & N to Long Term Guest Teacher Lipkin	8/5/2020	General	\$205.00 /day	BES
CL24563	Socorro Buchanan	Instructional Assistant II SpEd SUB	3/1/2020	Special Education	\$ 17.52	DO

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24564	Mahvash Ataei	Health Services Technician - TEMP	4/20/2020	Term of Temp Position	\$ 22.06	OPHS

Prepared by:
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10135	Elisa Duffy	Leadershp Team	2019-2020	General	\$ 200.00	ROES
01CE10136	Elisa Duffy	SST Coordinator	2019-2020	General	\$ 500.00	ROES
01CE10137	Nina Johnson	Teacher in Charge	2019-2020	General	\$ 720.00	ROES
01CE10138	Nicole LoBianco	Sunshine Account	2019-2020	General	\$ 145.00	ROES
01CE10139	Chris Amaral	Student Council Leader	2019-2020	General	\$ 437.00	ROES
01CE10140	Jennifer Bird	504 Coordinator	2019-2020	General	\$ 225.00	ROES
01CE10141	Jamie Brown	Emergency Coordinator	2019-2020	General	\$ 225.00	ROES
01CE10142	Marjorie Cohen	Leadership Team	2019-2020	General	\$ 200.00	ROES
01CE10143	Maureen McDowell	Leadership Team	2019-2020	General	\$ 200.00	ROES
01CE10144	Jan Sloane	Leadership Team	2019-2020	General	\$ 200.00	ROES
01CE10145	Patti Holland	Leadership Team	2019-2020	General	\$ 200.00	ROES
01CE10146	Barb Jones	Leadership Team	2019-2020	General	\$ 200.00	ROES
01CE10147	Cynthia Morrow	Class Size Overage	12/2-12/22/2019	General	\$ 75.00	BES
01CE10148	Amy Buccino	Class Size Overage	11/17-11/22-2019	General	\$ 50.00	ROES
01CE10149	Nicole LoBianco	Class Size Overage	11/17-11/22-2019	General	\$ 25.00	ROES
01CE10150	Jennifer Bird	Class Size Overage	11/17-11/22-2019	General	\$ 25.00	ROES
01CE10151	Martha Ewing	Class Size Overage	11/17-11/22-2019	General	\$ 25.00	ROES
01CE10152	Patti Holland	Class Size Overage	11/17-11/22-2019	General	\$ 50.00	ROES
01CE10153	Lynnae Gaeta	Class Size Overage	11/17-11/22-2019	General	\$ 50.00	ROES
01CE10154	Grace McKeegan	Class Size Overage	11/17-11/22-2019	General	\$ 25.00	ROES
01CE10155	Jan Sloane	Class Size Overage	11/17-11/22-2019	General	\$ 50.00	ROES
01CE10156	Jamie Brown	Class Size Overage	11/17-11/22-2019	General	\$ 50.00	ROES
01CE10157	Nina Johnson	Class Size Overage	11/17-11/22-2019	General	\$ 50.00	ROES
01CE10158	Maureen McDowell	Class Size Overage	11/17-11/22-2019	General	\$ 50.00	ROES
01CE10159	Kathy Grossman	Class Size Overage	3/02-3/31/2020	General	\$ 35.00	BES
01CE10160	Jamie Siskin	Class Size Overage	3/02-3/31/2020	General	\$ 35.00	BES
01CE10161	Sandy Hirano	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	BES
01CE10162	Cynthia Morrow	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	BES
01CE10163	Kim Annino	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	BES
01CE10164	Barbie Lee	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	BES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10165	Brandie Pryor	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	BES
01CE10166	Kellie Milbourn	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	BES
01CE10167	Casey Jo Webb	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	BES
01CE10168	Michelle Gould	Class Size Overage	3/02-3/31/2020	General	\$ 220.00	OHES
01CE10169	Stephanie Love	Class Size Overage	3/02-3/31/2020	General	\$ 220.00	OHES
01CE10170	Allison Shapiro	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	OHES
01CE10171	Keri Lieberman	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	OHES
01CE10172	Beth Ruben	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	OHES
01CE10173	Lianne Arnold	Class Size Overage	3/02-3/31/2020	General	\$ 15.00	OHES
01CE10174	Lauren Cantillon	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	OHES
01CE10175	Joy Reints	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	OHES
01CE10176	Amy Buccino	Class Size Overage	3/02-3/31/2020	General	\$ 220.00	ROES
01CE10177	Jennifer Bird	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	ROES
01CE10178	Martie Ewing	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	ROES
01CE10179	Patti Holland	Class Size Overage	3/02-3/31/2020	General	\$ 220.00	ROES
01CE10180	Sharon Merfeld	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	ROES
01CE10181	Lynnae Gaeta	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	ROES
01CE10182	Grace McKeegan	Class Size Overage	3/02-3/31/2020	General	\$ 220.00	ROES
01CE10183	Jamie Brown	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	ROES
01CE10184	Nina Johnson	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	ROES
01CE10185	Maureen McDowell	Class Size Overage	3/02-3/31/2020	General	\$ 220.00	ROES
01CE10186	Victor Anderson	Class Size Overage	3/02-3/31/2020	General	\$ 45.00	OPHS
01CE10187	Tim Chevalier	Class Size Overage	3/02-3/31/2020	General	\$ 110.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE10188	Elya Fletcher	.5 FTE ROES to 1.0 FTE MCMS	7/1/2020	General	MCMS	
01CE10189	Tiffany Johnson	1.0 FTE OPHS to 1.0 FTE MCMS	7/1/2020	General	MCMS	

Prepared by:
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – MARCH 1 THROUGH MARCH 31, 2020

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period March 1 through March 31, 2020?

BACKGROUND: Purchase Order Report listing all purchase orders issued during the reporting period is included for the Board review. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

Prepared by:

Byron Jones, Director Fiscal Services
Adam Rauch, 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 03/01/2020 - 03/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4200	Other Books and Reference Mate				
P20-00546	Brain POP LLC	005	OVHS Three Year Subscription for BrainPop	010-4200	4,497.19
Total:010-4200 Other Books and Reference Mate					4,497.19
010-4330	Other Materials and Supplies N				
B20-00100	Southwest School Supply	009	Open order -- custodial supplies	010-4330	6,072.50
P20-00500	Southwest School Supply	004	4-Drawer Lateral File Cabinet for Payroll	010-4330	748.61
P20-00538	Conejo Rental Center	024	Tent for 8th grade culmination	010-4330	328.19
P20-00542	William V. Morris dba Garibald i Press	013	Oth/Supply/Lottery	010-4330	219.21
P20-00544	Herff Jones	024	OPIS Honor Cords/Diplomas	010-4330	568.67
P20-00553	Southwest School Supply	004	Office Furniture for Business Department	010-4330	502.25
TB20-00012	Document Systems	007	Printer Supplies	010-4330	400.00
Total:010-4330 Other Materials and Supplies N					8,839.43
010-5200	Travel and Conference				
P20-00540	Tri-County Gate Council	005	Tri-County Gate Council Event Registration	010-5200	60.00
Total:010-5200 Travel and Conference					60.00
010-5820	Other Operating Expense				
P20-00532	Karen Kennedy dba Camino Real Naturalist & Historical Interp	010	3rd Grade The Natural World of the Chumash Program	010-5820	526.50
P20-00533	Brian Shore dba Totalgraphics	000	Posters for Thrive Event	010-5820	150.15
P20-00534	Herff Jones	015	Cap and Gowns for Graduation	010-5820	270.37
P20-00535	Precision Plumbing	004	Replace water heater Oak Hills Elementary School	010-5820	4,392.71
P20-00537	Conejo Rental Center	015	Tent for OVHS Graduation	010-5820	468.15
P20-00539	Herff Jones	015	OVHS Diplomas and covers	010-5820	200.34
P20-00541	AML Global American Language S ervices	000	SpEd Report Translation (ROES student)	010-5820	3,997.80
P20-00543	Southwinds Transportation	012	Don: Science Olympiad Transportation	010-5820	1,190.60
P20-00545	County School Service Fund/dba Kern County Super of School	004	FCMAT	010-5820	3,600.00
P20-00547	Shred Source, Inc.	004	Mobile On-Site Shredding at Super Saturday	010-5820	500.00
P20-00552	VCOE	000	SpEd / Physical Therapy Services 7/1/19 - 12/31/19	010-5820	2,019.06
P20-00555	Pali Institute AttnBusiness Ma nager	012	DON: Pali Institute Deposit 2020-21	010-5820	2,000.00
P20-00556	Michael J Trotta DBA Hampton R oads Music Group	013	ASB/Oth Oper. Exp./Video Prod	010-5820	5,410.00
Total:010-5820 Other Operating Expense					24,725.68

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

ESCAPE ONLINE

Page 1 of 4

Includes Purchase Orders dated 03/01/2020 - 03/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-5900	Telephone and Communications				
P20-00551	Quadient	006	Ink for workroom mail machine	010-5900	299.72
Total:010-5900 Telephone and Communications					299.72
010-7141	Excess Costs payments to Other				
P20-00536	VCOE	000	2019/20 - VCOE SpEd Excess Cost (Tuition) (50%)	010-7141	55,616.00
P20-00554	VCOE	000	SpEd - 2019/20 / Triton Excess Cost (50%)	010-7141	21,212.00
Total:010-7141 Excess Costs payments to Other					76,828.00
120-4330	Other Materials and Supplies N				
B20-00181	Southwest School Supply	028	Supplies for EC sites-BES, OHES, ROES, MCMS	120-4330	11,000.00
Total:120-4330 Other Materials and Supplies N					11,000.00
211-4410	Equipment New Non-Capitalized				
P20-00548	Canned Heat Glass	004	Proj 19-19S Art Court Glass Blowing Equip @OPHS	211-4410	4,304.63
P20-00550	His Glassworks, Inc.	004	Proj 19-19S Art Court Equipment OPHS	211-4410	4,238.14
Total:211-4410 Equipment New Non-Capitalized					8,542.77
211-6250	Architect/Engineering Services				
P19-00443	CRATE Modular Inc	004	Proj 18-20S Prelim Design Dev A&E Drawings at ROES	211-6250	25,930.63
				211-6250	5,980.00
Total:211-6250 Architect/Engineering Services					31,910.63
211-6272	Construction Management Fees				
P20-00557	Balfour Beatty Construction	004	Const Mgmt Services 2/1-2/29/2020	211-6272	16,320.00
Total:211-6272 Construction Management Fees					16,320.00
211-6400	Equipment \$5000+				
T20-00019	Apple Computer, Inc. Ms198-3ED	007	Proj 20-08S iPad Air Refresh 2	211-6400	34,554.20
Total:211-6400 Equipment \$5000+					34,554.20
211-9510	Prior Year Liability - Clear				
P19-00443	CRATE Modular Inc	004	Proj 18-20S Prelim Design Dev A&E Drawings at ROES	211-9510	62,332.87
Total:211-9510 Prior Year Liability - Clear					62,332.87
213-6209	Main Construction-Buildings				
P20-00549	Custom Modular Services Corp	004	Proj 18-41R Relocatable Classroom Repairs DW	213-6209	3,157.95
Total:213-6209 Main Construction-Buildings					3,157.95
Total Number of POs				32	
				Total	283,068.44

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 03/01/2020 - 03/31/2020

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	25	115,250.02
120	Child Development Fund	1	11,000.00
211	Measure S Facilities & Tech	1	25,930.63
Total Fiscal Year 2019			25,930.63
211	Measure S Facilities & Tech	5	127,729.84
Total Fiscal Year 2020			127,729.84
213	Measure R FACILITIES Bond Fund	1	3,157.95
Total Fiscal Year 2020			3,157.95
Total			283,068.44

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 03/01/2020 - 03/31/2020

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4330	Other Materials and Supplies N			
B20-00009	4,572.50	010-4330	General Fund/Other Materials and Supplies N	899.63
B20-00031	7,000.00	010-4330	General Fund/Other Materials and Supplies N	1,000.00
Total:010-4330 Other Materials and Supplies N				1,899.63
120-4330	Other Materials and Supplies N			
B20-00182	1,000.00	120-4330	Child Development Fund/Other Materials and Supplies N	5,000.00-
B20-00249	8,000.00	120-4330	Child Development Fund/Other Materials and Supplies N	3,284.42
Total:120-4330 Other Materials and Supplies N				1,715.58-
130-4330	Other Materials and Supplies N			
FS20-00009	19,500.00	130-4330	Cafeteria Fund/Other Materials and Supplies N	4,500.00
Total:130-4330 Other Materials and Supplies N				4,500.00
130-4700	Food Purchases			
FS20-00002	58,000.00	130-4700	Cafeteria Fund/Food Purchases	21,000.00
FS20-00003	35,000.00	130-4700	Cafeteria Fund/Food Purchases	6,000.00
FS20-00005	38,000.00	130-4700	Cafeteria Fund/Food Purchases	8,000.00
FS20-00006	19,000.00	130-4700	Cafeteria Fund/Food Purchases	3,000.00
FS20-00008	39,000.00	130-4700	Cafeteria Fund/Food Purchases	10,000.00
FS20-00017	19,000.00	130-4700	Cafeteria Fund/Food Purchases	1,000.00
FS20-00025	4,075.50	130-4700	Cafeteria Fund/Food Purchases	1,072.50
Total:130-4700 Food Purchases				50,072.50
Total PO Changes				54,756.55

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

ESCAPE ONLINE

Page 4 of 4

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT B.1.d. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – APRIL 2020

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - April 2020?

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

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

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the Quarterly Report on Williams Uniform Complaints – April 2020
2. Do not approve the Quarterly Report on Williams Uniform Complaints – April 2020

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2019-20

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date: ☐ October 2019 (7/1/19 to 9/30/19)
(check one) ☐ January 2020 (10/1/19 to 12/31/19)
☒ April 2020 (1/1/20 to 3/31/20)
☐ July 2020 (4/1/20 to 6/30/20)

Date for information to be reported publicly at governing board meeting: April 21, 2020

Please check the box that applies:

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

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

Dr. Anthony W. Knight
Name of District Superintendent

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: B.1.e. ACCEPT 2019-20 SECOND PERIOD ATTENDANCE REPORT

CONSENT

ISSUE: Shall the Board receive and review the Second Period (P-2) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the eighth school month?

BACKGROUND: The District's Revenue Limit funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year. The District's actual Local Control Funding Formula revenue is based on the P-2 Report. This year as a result of Governor Newsom's Executive Order on March 13, 2020, local educational agencies (LEAs) will not be penalized for not offering regular school days as result of closure due to the coronavirus (COVID-19) situation. LEAs that certify that they closed school due to COVID-19 will not receive instructional day and minute penalties for COVID-19 closures. Average Daily Attendance will be based on full school months only from July 1 to February 29 for the 2019-20 academic year. The second reporting period concluded on February 29, and the District's P-2 Report follows for the Board's review.

RECOMMENDATION: None - information only.

Prepared by: Lynn Framer, Senior Accountant, Fiscal Services
Byron Jones, Director, Fiscal Services
Adam Rauch, 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	_____	_____	_____	_____

Certification

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-2

CDS CODE 56 73874

Attendance School District

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

School District Superintendent: _____

Date: _____

County Superintendent of Schools: _____

Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME

PHONE

FAX

E-mail

LYNN FRAMER

818. 735. 3244

818. 865- 8467

lframer@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: E7E42FBA

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,097.41	947.01	722.89	1,603.84	4,371.15
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	1.28	0.31	0.33	0.17	2.09
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.48	0.00	0.00	0.48
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.11	0.00	0.00	0.11
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	1,098.69	947.91	723.22	1,604.01	4,373.83
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	3.53	18.96	28.99	110.63	162.11
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: E7E42FBA

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	73.19				73.19
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				37.29	37.29
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: E7E42FBA

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

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: E7E42FBA

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

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

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

Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
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ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00
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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.2.a. ACCEPT 2018-19 ANNUAL AUDIT REPORTS FOR BOND MEASURES C6, R, AND S

ACTION

ISSUE: Shall the Board receive and accept the 2018-19 annual audit reports for Bond Measures C6, R and C6?

BACKGROUND: As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2019. The District's general financial audit was presented and accepted by the Board at its meeting in January 21, 2020. At this evening's meeting the Board will receive the annual financial and performance audits of the District's three bond funds, Fund 211 (Measure S), Fund 212 (Measure C6), and Fund 213 (Measure R). These audit reports, prepared by the accounting firm of Christy White Accountancy Corp., may be accessed at the following link: <https://bit.ly/3aNrJNL>

FISCAL IMPACT: None; acceptance of the annual audits fulfills the Board's obligation as required by EC 41020 and Article XIII.B of the State Constitution.

ALTERNATIVES:

1. Accept as record the 2018-19 annual audit reports.
2. Do not accept the 2018-19 annual audit reports.

RECOMMENDATION: Alternative No. 1

Prepared by: Adam Rauch, 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: APRIL 21, 2020
SUBJECT: B.2.b. AUTHORIZE MEASURE S PROJECT 20-10S AND APPROVE CONTRACT, EXTERIOR REPAIRS TO PORTABLES AT BROOKSIDE ELEMENTARY SCHOOL AND MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board authorize and approve of contract Measure S Project 20-10S, exterior repairs to portables at Brookside Elementary School and Medea Creek Middle School to be funded from the Measure S bond fund?

BACKGROUND: At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan are exterior repairs to portables located at Brookside Elementary and Medea Creek Middle School. The 2019 Master Plan allotted \$92,569 for these projects. Since then, the District staff have obtained additional quotes and are recommending Interstate Restoration, LLC to complete these projects. They provided the lowest quote, \$59,833.89.

The Board is respectfully requested to authorize Measure S Project 20-10S, Exterior Repairs to Portables at Brookside Elementary School and Medea Creek Middle School, and approve the contract with Interstate Restoration, LLC.

FISCAL IMPACT: The proposed contract of \$59,833.89, to be funded from the Measure S bond fund, will result in a \$32,735.11 savings from the identified budget in the Measure S Master Plan.

ALTERNATIVES:

1. Authorize the Measure S Project 20-10S and Approve Contract, Exterior Repairs to Portables to be funded from the Measure S bond fund.
2. Do not authorize and approve contract.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Programs, Sustainability, Maintenance & Operations
Adam Rauch, 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	_____	_____	_____	_____

1830 Lockwood St., Ste. 107
Oxnard, CA 93036
Ph. (805) 988-1040
Fax (805) 988-8887
Lic # 1036759

Client: Brookside
Property: Oak Park, CA 91377

Operator: BLAKE

Estimator: Blake Schoemann
Position: Senior Project Director
Company: Interstate Restoration
Business: 1830 Lockwood St. suite 107
Oxnard , CA 93036

Business: (805) 988-1040
E-mail: Bschoemann@interstaterestoration.com

Type of Estimate: Repair Work
Date Entered: 3/27/2020 Date Assigned:

Price List: PW2020
Labor Efficiency: Restoration/Service/Remodel
Estimate: 2020-03-27-1534-1-1

Interstate Restoration would like to thank you for the opportunity to provide you with this estimate for restoration of your damages. Attached you will find a line item breakdown of all components necessary to complete your project in the manner consistent with industry standards. Should you have any concerns or questions please feel free to contact us at any time. Prevailing Wages Contractor shall comply and shall ensure that all subcontractors comply with Section 1770, and the applicable sections that follow, including Section 1775 of the State of California Labor Code.

a. The State of California Department of Industrial Relations has ascertained the general prevailing wage rates in the locality in which the Work is to be performed for each craft, classification, or type of worker required to perform the Work. A schedule of the general prevailing wage per diem wage rates will be on file at OPSD office and will be made available to any interested party upon request. By this reference such schedule is made part of the Contract Documents. Contractor shall pay not less than the prevailing per diem wage rates, as specified in the schedule and any amendments thereto, to all workers employed by Contractor in the execution of the Work. Contractor shall cause all subcontractors to include the provision that subcontractors shall pay not less than the specified prevailing per diem wage rates to all workers employed by subcontractors in the execution of the Work. Contractor shall forfeit to OPSD, as a penalty, Two Hundred Dollars (\$200.00) for each calendar day or portion thereof for each worker that is paid less than the specified prevailing per diem wage rates for the work or craft in which the worker is employed for any portion of the Work done by Contractor or any subcontractor. Such forfeiture amounts may be deducted from the Contract Sum. Contractor shall also pay to any worker who was paid less than the specified prevailing wage per diem wage rate for the work or craft for which the worker was employed for any portion of the Work, for each calendar day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker.

b. A certified copy of all payroll records shall be made available for inspection upon request to OPSD, the State of California Division of Labor Standard Enforcement, and the Division of Apprenticeship Standards of the State of California Division of Industrial Relations.

Exclusions:

Engineering, architectural and/or design costs.

Repair or changes for hidden damage or conditions not known at the time of this proposal.

Building Department permit fees or taxes. Interstate will obtain permits at cost plus administrative labor charge of \$65.00 per



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hour when these are required.

Dry or wet rot and termite damage unless addressed in the estimate.

Landscaping work that may be incidental to the scope of work unless spelled out in our proposal.

Payment &/or performance bonds.

Inclement weather protection unless included in the estimate or proposal.



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2020-03-27-1534-1-1

2020-03-27-1534-1-1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Residential Supervision / Project Management - per hour	20.00 HR	0.00	119.07	0.00	2,381.40
2. Administrative/supervisor labor charge (Bid Item)	10.00 HR	0.00	55.28	0.00	552.80
3. Carpentry - General Laborer - per hour	40.00 HR	0.00	107.15	0.00	4,286.00
4. Carpenter - General Framer - per hour	127.00 HR	0.00	148.14	0.00	18,813.78
5. Painter - per hour	21.00 HR	0.00	118.82	0.00	2,495.22
6. Insulation Installer - per hour	8.00 HR	0.00	134.52	0.00	1,076.16
7. R&R Batt insulation - 4" - R13 - paper / foil faced	400.00 SF	0.54	1.31	0.00	740.00
8. R&R House wrap (air/moisture barrier)	400.00 SF	0.10	0.44	0.00	216.00
9. Material Only Vertical siding - fiber cement board - sheet	65.00 SH	0.00	95.64	0.00	6,216.60
10. R&R Siding trim - 1" x 4" fiber cement trim board	60.00 LF	0.75	8.15	0.00	534.00
11. Paint - matching	25.00 SF	0.00	41.47	0.00	1,036.75
12. Single axle dump truck - per load - including dump fees	4.00 EA	372.56	0.00	0.00	1,490.24
Total: 2020-03-27-1534-1-1				0.00	39,838.95
Line Item Totals: 2020-03-27-1534-1-1				0.00	39,838.95

Additional Charges

	Charge
California Lumber Assessment Fee	1.68
Additional Charges Total	\$1.68



Interstate Restoration

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Summary

Line Item Total	39,838.95
California Lumber Assessment Fee	1.68
	<hr/>
Replacement Cost Value	\$39,840.63
Net Claim	\$39,840.63
	<hr/> <hr/>

Blake Schoemann
Senior Project Director



Interstate Restoration

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Recap of Taxes

	Material Sales Tax (0%)	Storage Rental Tax (7.25%)
Line Items	0.00	0.00
Additional Charges	0.00	0.00
Total	0.00	0.00



Interstate Restoration

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Recap by Room

Estimate: 2020-03-27-1534-1-1	39,838.95	100.00%
<hr/>	<hr/>	<hr/>
Subtotal of Areas	39,838.95	100.00%
<hr/>	<hr/>	<hr/>
Total	39,838.95	100.00%



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Recap by Category

Items	Total	%
GENERAL DEMOLITION	1,791.24	4.50%
FRAMING & ROUGH CARPENTRY	23,099.78	57.98%
INSULATION	1,776.16	4.46%
LABOR ONLY	2,934.20	7.36%
PAINTING	3,531.97	8.87%
SIDING	6,705.60	16.83%
Subtotal	39,838.95	100.00%
Permits and Fees	1.68	0.00%
Total	39,840.63	100.00%

Unless specifically noted to the contrary, the following Noted apply to the Scope of Work/Estimated (Estimate) and FORM A PART OF AND INCLUDED IN YOUR CONTRACT WITH INTERSTATE:

1. This Estimate is the Confidential and Proprietary Property of Interstate. The information contained herein may only be utilized by the person to whom Interstate presented this Estimate. The estimate and information in the estimate may not be used by any other person or entity without the express written consent of Interstate, which may be withheld for any reason.
2. More than one Estimate may be prepared at differing points in time and for differing purposes. Only the final, latest in time Estimate is the applicable Estimate. This Final Estimate is the one that is referenced in your contract and defines the Scope Work to be performed by Interstate on this particular project. In the event of a discrepancy between the final Estimate and correspondence or any other Contract document, including plans and specifications, the Estimate shall control.
3. The information contained in this Estimate is compiled from many sources including physical inspection and information provided by your insurance Carrier where applicable. The inclusion and exclusion of items to be performed on your Project was ultimately determined by your insurance Carrier. If you believe or later determine that some other work should be included in the Estimate which has not been included, you understand and agree that the issue is between yourself and your Insurance Carrier.
4. All items presented for consideration in this scope are based solely on our experience as contractors/consultants. Interstate reserves the right to amend the Estimate pending review of all or part of this Estimate by independent architects, engineers, other design professionals and/or consults. The cost of any independent review is not included in this scope.
5. All documents generated by Interstate remain the sole property of Interstate and any unauthorized use or distribution shall be at the recipient's sole risk and without any liability to Interstate.
6. Cost of work or supervision/management to obtain any permit, coordinate any inspection or to meet any applicable code and/or regulatory requirement may not be included in this scope.
7. Included tax, if any, is subject to final review and adjustment at the time of billing meet the appropriate rate(s).
8. This Estimate may contain items for which an allowance has been provided. An allowance is used in a situation where the actual amount has not been determined. The actual amount to perform the identified task may be more or less depending upon circumstances that have not been identified at the time the allowance item is utilized. Neither the Owner nor anyone else utilizing this Estimate may rely upon the number utilized in the allowance. Interstate expressly disclaims any responsibility, therefore, with regard to allowances.
9. Unless indicated otherwise, all labor is based upon unfettered access to the Project and regular labor rates. **NO OVERTIME IS INCLUDED.** If special labor rates are required, such as prevailing wages, there may be additional costs. This estimate does not include delays during weather, strikes, unavailability of materials, governmental entities or like circumstances.
10. No work shall be added or deleted outside the estimate being performed without an agreement in writing from both parties.

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Client: Medea Creek
Property: Oak Park, CA 91377

Operator: BLAKE

Estimator: Blake Schoemann
Position: Senior Project Director
Company: Interstate Restoration
Business: 1830 Lockwood St. suite 107
Oxnard , CA 93036

Business: (805) 988-1040
E-mail: Bschoemann@interstaterestoration.com

Type of Estimate: Repair Work
Date Entered: 3/27/2020 Date Assigned:

Price List: PW2020
Labor Efficiency: Restoration/Service/Remodel
Estimate: 2020-03-27-1534-1

Interstate Restoration would like to thank you for the opportunity to provide you with this estimate for restoration of your damages. Attached you will find a line item breakdown of all components necessary to complete your project in the manner consistent with industry standards. Should you have any concerns or questions please feel free to contact us at any time. Prevailing Wages Contractor shall comply and shall ensure that all subcontractors comply with Section 1770, and the applicable sections that follow, including Section 1775 of the State of California Labor Code.

a. The State of California Department of Industrial Relations has ascertained the general prevailing wage rates in the locality in which the Work is to be performed for each craft, classification, or type of worker required to perform the Work. A schedule of the general prevailing wage per diem wage rates will be on file at OPSD office and will be made available to any interested party upon request. By this reference such schedule is made part of the Contract Documents. Contractor shall pay not less than the prevailing per diem wage rates, as specified in the schedule and any amendments thereto, to all workers employed by Contractor in the execution of the Work. Contractor shall cause all subcontractors to include the provision that subcontractors shall pay not less than the specified prevailing per diem wage rates to all workers employed by subcontractors in the execution of the Work. Contractor shall forfeit to OPSD, as a penalty, Two Hundred Dollars (\$200.00) for each calendar day or portion thereof for each worker that is paid less than the specified prevailing per diem wage rates for the work or craft in which the worker is employed for any portion of the Work done by Contractor or any subcontractor. Such forfeiture amounts may be deducted from the Contract Sum. Contractor shall also pay to any worker who was paid less than the specified prevailing wage per diem wage rate for the work or craft for which the worker was employed for any portion of the Work, for each calendar day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker.

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Exclusions:

Engineering, architectural and/or design costs.

Repair or changes for hidden damage or conditions not known at the time of this proposal.

Building Department permit fees or taxes. Interstate will obtain permits at cost plus administrative labor charge of \$65.00 per



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hour when these are required.

Dry or wet rot and termite damage unless addressed in the estimate.

Landscaping work that may be incidental to the scope of work unless spelled out in our proposal.

Payment &/or performance bonds.

Inclement weather protection unless included in the estimate or proposal.



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2020-03-27-1534-1

2020-03-27-1534-1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Residential Supervision / Project Management - per hour	10.00 HR	0.00	132.30	0.00	1,323.00
2. Administrative/supervisor labor charge (Bid Item)	4.00 HR	0.00	61.42	0.00	245.68
3. Carpentry - General Laborer - per hour	21.00 HR	0.00	119.06	0.00	2,500.26
4. Carpenter - General Framer - per hour	60.00 HR	0.00	164.60	0.00	9,876.00
5. Painter - per hour	16.00 HR	0.00	132.02	0.00	2,112.32
6. R&R Batt insulation - 4" - R13 - paper / foil faced	200.00 SF	0.60	1.45	0.00	410.00
7. R&R House wrap (air/moisture barrier)	200.00 SF	0.11	0.49	0.00	120.00
8. Material Only Vertical siding - fiber cement board - sheet	10.00 SH	0.00	106.27	0.00	1,062.70
9. R&R Siding trim - 1" x 4" fiber cement trim board	60.00 LF	0.83	9.05	0.00	592.80
10. Paint - matching	20.00 SF	0.00	46.08	0.00	921.60
11. Single axle dump truck - per load - including dump fees	2.00 EA	413.96	0.00	0.00	827.92
Total: 2020-03-27-1534-1				0.00	19,992.28
Line Item Totals: 2020-03-27-1534-1				0.00	19,992.28

Additional Charges	Charge
California Lumber Assessment Fee	0.98
Additional Charges Total	\$0.98



Interstate Restoration

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Summary

Line Item Total	19,992.28
California Lumber Assessment Fee	0.98
	<hr/>
Replacement Cost Value	\$19,993.26
Net Claim	\$19,993.26
	<hr/> <hr/>

Blake Schoemann
Senior Project Director



Interstate Restoration

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Recap of Taxes

	Material Sales Tax (0%)	Storage Rental Tax (7.25%)
Line Items	0.00	0.00
Additional Charges	0.00	0.00
Total	0.00	0.00



Interstate Restoration

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Recap by Room

Estimate: 2020-03-27-1534-1	19,992.28	100.00%
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Subtotal of Areas	19,992.28	100.00%
<hr/>	<hr/>	<hr/>
Total	19,992.28	100.00%



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Recap by Category

Items	Total	%
GENERAL DEMOLITION	1,019.72	5.10%
FRAMING & ROUGH CARPENTRY	12,376.26	61.90%
INSULATION	388.00	1.94%
LABOR ONLY	1,568.68	7.85%
PAINTING	3,033.92	15.17%
SIDING	1,605.70	8.03%
Subtotal	19,992.28	100.00%
Permits and Fees	0.98	0.00%
Total	19,993.26	100.00%

Unless specifically noted to the contrary, the following Noted apply to the Scope of Work/Estimated (Estimate) and FORM A PART OF AND INCLUDED IN YOUR CONTRACT WITH INTERSTATE:

1. This Estimate is the Confidential and Proprietary Property of Interstate. The information contained herein may only be utilized by the person to whom Interstate presented this Estimate. The estimate and information in the estimate may not be used by any other person or entity without the express written consent of Interstate, which may be withheld for any reason.
2. More than one Estimate may be prepared at differing points in time and for differing purposes. Only the final, latest in time Estimate is the applicable Estimate. This Final Estimate is the one that is referenced in your contract and defines the Scope Work to be performed by Interstate on this particular project. In the event of a discrepancy between the final Estimate and correspondence or any other Contract document, including plans and specifications, the Estimate shall control.
3. The information contained in this Estimate is compiled from many sources including physical inspection and information provided by your insurance Carrier where applicable. The inclusion and exclusion of items to be performed on your Project was ultimately determined by your insurance Carrier. If you believe or later determine that some other work should be included in the Estimate which has not been included, you understand and agree that the issue is between yourself and your Insurance Carrier.
4. All items presented for consideration in this scope are based solely on our experience as contractors/consultants. Interstate reserves the right to amend the Estimate pending review of all or part of this Estimate by independent architects, engineers, other design professionals and/or consults. The cost of any independent review is not included in this scope.
5. All documents generated by Interstate remain the sole property of Interstate and any unauthorized use or distribution shall be at the recipient's sole risk and without any liability to Interstate.
6. Cost of work or supervision/management to obtain any permit, coordinate any inspection or to meet any applicable code and/or regulatory requirement may not be included in this scope.
7. Included tax, if any, is subject to final review and adjustment at the time of billing meet the appropriate rate(s).
8. This Estimate may contain items for which an allowance has been provided. An allowance is used in a situation where the actual amount has not been determined. The actual amount to perform the identified task may be more or less depending upon circumstances that have not been identified at the time the allowance item is utilized. Neither the Owner nor anyone else utilizing this Estimate may rely upon the number utilized in the allowance. Interstate expressly disclaims any responsibility, therefore, with regard to allowances.
9. Unless indicated otherwise, all labor is based upon unfettered access to the Project and regular labor rates. **NO OVERTIME IS INCLUDED.** If special labor rates are required, such as prevailing wages, there may be additional costs. This estimate does not include delays during weather, strikes, unavailability of materials, governmental entities or like circumstances.
10. No work shall be added or deleted outside the estimate being performed without an agreement in writing from both parties.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.2.c. APPROVE 1- YEAR RENEWAL AGREEMENT WITH CHRISTY WHITE ASSOCIATES FOR AUDIT SERVICES FOR FISCAL YEAR 2019-2020

ACTION

ISSUE: Shall the Board approve a 1-year renewal agreement with Christy White Associates for auditing services for fiscal years 2019-2020?

BACKGROUND: Education Code section 41020 requires the Board of Education to select an independent auditor or auditing firm to review the District's financial records and operations. In 2017, the Board renewed its agreement with Christy White Associates (CWA) to perform these services, which include the audits of the District's annual financial statements, its Proposition 39 bond programs, and its District of Choice program.

The current contract for audit services will expire with the completion and submittal of the 2018-19 bond audits to be received by the Board on April 21, 2020. CWA has submitted a proposal for a new 1-year agreement for fiscal years 2019-2020. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

District Audit Fees:	\$29,870
Measure C6 Audit Fees:	\$4,000
Measure R Audit Fees:	\$6,000
Measure S Audit Fees:	\$6,000
Total Annual Fees:	\$45,870

FISCAL IMPACT: The cost for this service is not to exceed \$45,870. This will be included in the 2020-21 Operating Budget.

ALTERNATIVES:

1. Approve the 1-year renewal agreement with Christy White Associates for auditing services for fiscal years 2019-2020.
2. Do not approve the renewal agreement with Christy White Associates.

RECOMMENDATION: Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting

April 21, 2020

Approve the 1-year renewal agreement with Christy White Associates
for auditing services for fiscal years 2019-2020

Page 2

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

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



Certified Public Accountants serving
K-12 School Districts and Charter
Schools throughout California

April 6, 2020

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

We are pleased to confirm our understanding of the services we are to provide Oak Park Unified School District for the fiscal year ending June 30, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of Oak Park Unified School District as of and for the fiscal year ending June 30, 2020. In addition, we will also conduct a financial statement and performance audit to include the balance sheets of Measures C6, R and S Bonds as of June 30, 2020, and the related statement of revenues, expenditures and changes in fund balance for the fiscal year ending June 30, 2020. The audit will be conducted in accordance with Article 13A of the California Constitution.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Oak Park Unified School District's basic financial statements. As part of our engagement, we will apply certain limited procedures to Oak Park Unified School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis.
2. Budgetary Comparison Schedule.
3. Schedule of Changes in OPEB Liability and Related Ratios.
4. Schedules of District's Proportionate Share of Net Pension Liability
5. Schedules of District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Oak Park Unified School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.
2. Other schedules and/or information as required by the State Controller's Office.

348 Olive Street
San Diego, CA
92103

O: 619-270-8222
F: 619-260-9085
christywhite.com

Audit Objectives

The objective of our audits is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- The objective also includes reporting on Internal control related to the Agencies' financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance, and *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, published by the Education Audit Appeals Panel, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions.

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of Oak Park Unified School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the Oak Park Unified School District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of the controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Oak Park Unified School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Uniform Guidance Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Oak Park Unified School District's major programs. The purpose of those procedures will be to express an opinion on Oak Park Unified School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Oak Park Unified School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.

You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the organization's website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate section of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through and/or granting entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the audit period.

The audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Comptroller General of the United States or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than December 15. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

	<u>2019-20</u>
District Audit Fees	\$ 29,870
Measure C6 Audit Fees	4,000
Measure R Audit Fees	6,000
Measure S Audit Fees	<u>6,000</u>

Total Annual Fees \$ 45,870

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in *Government Auditing Standards* or the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds or accounts maintained by the Oak Park Unified School District during the period under this agreement, shall be in addition to the above maximum fee

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 25% of contract upon completion of site testing, 25% of contract upon completion of interim testing and 50% of contract upon completion of year end fieldwork and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. Fees for the bond audit will be invoiced upon issuance of the final report.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

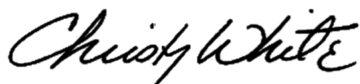
The first period to be audited shall be for the fiscal year ending June 30, 2020. Additional extensions beyond 2020 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the Oak Park Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Christy White, CPA
President
Christy White, Inc

RESPONSE:

This letter correctly sets forth the understanding of Oak Park Unified School District.

Signature

Title

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.2.d. AUTHORIZE MEASURE S PROJECT 20-11S RESTROOM UPGRADES AT RED OAK ELEMENTARY AND RATIFY ASSOCIATED CONTRACT

ACTION

ISSUE: Shall the Board authorize Measure S Project 20-11S Restroom Upgrades at Red Oak Elementary School and ratify associated contract?

BACKGROUND: At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan are needed upgrades to the restrooms in the Administration, B, and C buildings at Red Oak Elementary School (ROES). The 2019 Master Plan allotted \$230,000 for these projects. As such, the Board is respectfully requested to authorize Measure S Project 20-11S, Bathroom Upgrades at Red Oak Elementary School, establishing a project budget of \$230,000 to be funded from Measure S bond funds.

As a result of the school closures due to COVID-19, the District has accelerated the timeline on needed projects in an attempt to lessen the pressure of trying to start and finish all renovation and construction projects during the summertime when schools are closed. As part of this attempt, the District solicited quotes and authorized Reliable Floor Covering, Inc to proceed with the contract in order to expedite procuring of the materials needed to begin the project to replace the restroom floors in the Administration and C buildings at ROES. The Board is respectfully requested to ratify the construction contract.

FISCAL IMPACT: The authorized contract to replace the flooring is \$15,336, which is to be funded by the Measure S bond fund. This is within the identified budget in the Measure S Master Plan.

ALTERNATIVES:

1. Authorize the Measure S Project 20-11S Restroom Upgrades at Red Oak Elementary School and ratify associated contract with Reliable Floor Covering, Inc.
2. Do not authorize and ratify contract.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Programs, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting
April 21, 2020
Authorize Measure S Project 20-11S Restroom Upgrades
at Red Oak Elementary School and Ratify Associated Contract
Page 2

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

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

RELIABLE FLOOR COVERING, INC.

March 24 , 2020

Oak Park Unified School District
5801 Conifer St.
Oak Park, Ca. 91377
Tel: 818-355-7176
Email: Bcallahan@opusd.org

Attn: Brendan Callahan
Re: Red Oak Elementary, C Building Boys Restroom

Dear Brendan:

The following is the bid proposal for Red Oak Elementary, C Building Boy Restroom.

Scope of work: Furnish and install Altro safety flooring style "Reliance 25", color to be selected, in the "C" Building Boys Restroom. Remove and dispose of existing ceramic floor tile and sanitary base (existing wall tile is to remain). New Altro is to be self coved and all seams are to be heat welded. Furnish and install Halex 9mm Underlayment. Furnish and install black tar paper under the Halex. Remove and reset 2 hard plumbed toilets. Furnish and install aluminum cap metal and cove transition strips. Install Altro using "Altrofix 30" adhesive (2 part polyurethane for wet areas). Remove and reset 4 hard plumbed toilets.

Total price tax included: \$8,415.00

Customer Approval_____Date_____

Altro Color_____

Sincerely,

Jon Rumkin

RELIABLE FLOOR COVERING, INC.

March 24 , 2020

Oak Park Unified School District
5801 Conifer St.
Oak Park, Ca. 91377
Tel: 818-355-7176
Email: Bcallahan@opusd.org

Attn: Brendan Callahan
Re: Red Oak Elementary, Admin Building Staff Restrooms (2)

Dear Brendan:

The following is the bid proposal for Red Oak Elementary, Admin Building Staff Restrooms (2).

Scope of work: Furnish and install Altro safety flooring style "Reliance 25", color to be selected, in the men's and womens restrooms of the Admin Bldg. Remove and dispose of existing sheet vinyl. New Altro is to be self coved 6" high and all seams are to be heat welded. Furnish and install aluminum cap metal and cove transition strips. Install Altro using "Altrofix 30" adhesive (2 part polyurethane for wet areas). Remove and reset 4 hard plumbed toilets.

Total price tax included: \$6,921.00

Customer Approval_____Date_____

Altro Color_____

Sincerely,

Jon Rumkin

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.3.a. APPROVE 2020-2021 SCHOOL HANDBOOK/DISCIPLINE PLANS
ACTION

ISSUE: Shall the Board of Education review and approve the 2020-2021 Handbooks/Discipline Plan?

BACKGROUND: Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. In developing the rules and procedures, each school is to solicit the participation, views, and advice of parents, teachers, school administrators, and in some cases, students.

Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. School Handbooks can be accessed at this link: <https://bit.ly/34smYXg>

ALTERNATIVES: 1. Review and approve 2020-2021 Handbook/Discipline Plans as presented.
2. Do not approve 2020-2021 Handbook/Discipline Plans.

RECOMMENDATION: Alternative # 1 with the recognition that some of the content is not applicable, is modified and/or is otherwise altered due to the dynamic COVID-19 restrictions.

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: APRIL 21, 2020
SUBJECT: B.3.b. APPROVE 2019-20 OAK PARK HIGH SCHOOL PLAN FOR STUDENT ACHIEVEMENT

ACTION

ISSUE: Shall the Board approve Oak Park High School's Plan for Student Achievement?

BACKGROUND: The School Plan for Student Achievement (SPSA) is meant to consolidate all school-level planning efforts into one plan for programs funded through the consolidated application (ConApp), pursuant to the California Education Code (EC) Section 64001 and the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA).

The School Site Council (SSC) is required to develop and annually review the SPSA, establish an annual budget, and make modifications in the plan to reflect changing needs and priorities, as applicable, pursuant to EC 52853(b) and 52855.

The implementation of ESSA in California presents an opportunity for schools to innovate with their federally-funded programs and align them with the priority goals of the school and the LEA that are being realized under the state's Local Control Funding Formula (LCFF). LCFF provides schools and LEAs flexibility to design programs and provide services that meet the needs of students in order to achieve readiness for college, career, and lifelong learning. The SPSA planning process supports continuous cycles of action, reflection, and improvement. The Board approved the SPSA for all schools except for Oak Park High School at the March 17, 2020 Board Meeting. The Oak Park High School Plan is complete and has been adopted by the school site council at their meeting held on April 6th. The plan is available for board review at this link: <https://bit.ly/2XxOz8l>

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the Oak Park High School Plan for Student Achievement.
2. Do not approve the Oak Park High School Plan for Student Achievement.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: B.3.c. UPDATE ON COVID-19, DISTANCE LEARNING AND SCHOOL CLOSURES

INFORMATION/DISCUSSION

ISSUE: Review and Discuss Distance Learning During COVID-19 School Closures?

BACKGROUND: On March 12, 2020 Oak Park Unified School District(OPUSD) announced that schools would be closed beginning March 16th. During the week of March 16-20, OPUSD announced that students would have Enrichment opportunities while staff began planning for Distance Learning, based on an announced closure through May 1st. On April 1st, OPUSD announced that all schools will be closed through the end of the school year. All students in DK-12th grade are engaged in Distance Learning. Teachers are using synchronous and asynchronous instruction. Staff will provide an update on the methods, practices, and support that have been put in place to support students, staff, and parents during Distance Learning.

FISCAL IMPACT: None

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: B.3.d. REVIEW LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)
SURVEY DATA AND GOALS

INFORMATION/DISCUSSION

ISSUE: Review and Discuss Local Control and Accountability Plan (LCAP) Survey Data and Goals?

BACKGROUND: The Local Control and Accountability Plan (LCAP) is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes. The Board will receive survey data completed by staff, parents and students in regard to Oak Park's current goals, as well as their input on potential goals for the future.

FISCAL IMPACT: None

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: B.3.e. APPROVE AGREEMENT WITH IMS TECHNOLOGY SERVICES FOR A VIRTUAL GRADUATION CEREMONY FOR OAK PARK HIGH SCHOOL AND OAK PARK INDEPENDENT SCHOOL

ACTION

ISSUE: Shall the Board approve an agreement with IMS Technology Services (IMS) to create and broadcast a virtual graduation ceremony for the Oak Park High School and Oak Park Independent School Class of 2020?

BACKGROUND: As a result of the school closures due to COVID-19 and the statewide shelter-in-place and stay-at-home order, the District has been exploring a variety of options to celebrate, recognize and commemorate the graduating Class of 2020 from Oak Park High School (OPHS) and Oak Park Independent School (OPIS). Since state and local guidelines regarding social distancing prevent the District from allowing mass gatherings at this time, and that neither state nor local officials are able to provide a clear timeline for when large gatherings will again be safe, the district would like to contract with IMS to create and broadcast a virtual graduation ceremony, on June 4, which will follow the format of traditional graduations.

IMS Technology Services will compile and edit footage provided by Oak Park USD schools, its speakers and students into a finished graduation program. Content will include a processional by the Oak Park High School band, national anthem, and comments from the principal, superintendent and students. It will also include 3-5 second clips from each of the 386 graduating students which will be edited together. The virtual graduation will be streamed to up to 4000 subscribers along with a friends and family well sites page to allow live group chat.

FISCAL IMPACT: The cost for this service is \$12,720 which is included in the 2019-2020 site funds for graduation. A traditional graduation ceremony costs over \$22,000 and is normally subsidized through additional ticket sales.

ALTERNATIVES:

1. Approve the agreement with IMS to create and broadcast a virtual graduation ceremony for the OPHS and OPIS Class of 2020.
2. Do not approve the contract of services with IMS.

RECOMMENDATION: Alternative No. 1

Prepared by: Kevin Buchanan, Principal Oak Park High School
Dr. Jay Greenlinger, Director Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

Board of Education Meeting

April 21, 2020

Approve agreement with IMS to create and broadcast a virtual graduation ceremony for the OPHS and OPIS Class of 2020

Page 2

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

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

CLIENT SCOPE OF WORK

Oak Park High School Virtual Graduation

June 4, 2020

IMS will compile and edit footage provided by Oak Park, its speakers and students into a finished graduation program. Content will include a processional by the OPHS band, national anthem, and comments from the principal, superintendent and students. It will also include 3-5 second clips from each of 340 graduating students which will be edited together. IMS will add branding and lower thirds (names/titles/other information as indicated by OPHS) to the program.

Should OPHS move forward with IMS, we will build an upload page for the student content, with fields for the relevant information OPHS would like to display, along with a place to attach their video files. IMS requests to have the materials uploaded by May 15th, assuming a June 4th air time.

The edited program will be made available to OPHS via online platform for review and comment in order to allow for adjustments prior to the day of graduation.

IMS will embed the streaming window into a custom landing page, and run the stream at the appointed time and day. This will also allow for custom logo, colors, and graphics. We will be able to embed sponsor logos (if any) along with links to their respective websites if so desired. The page will also feature a “friends and family well wishes” live group chat, which will create attendee engagement. For the purposes of our proposal we’ve assumed 4,000 viewers of the stream, but we’re able to accommodate higher or lower numbers with corresponding pricing.



Event Budget Summary / Agreement

Quote Number 20-1071
Name 6.4.20 | Oak Park High School
| Virtual Commencement | IMS
Studio
Submittal Date 4/13/2020

Budget Prepared For

Kevin Buchanan 818-735-3300	Oak Park High School Kevin Buchanan 899 Kanan Road Oak Park, CA 91377 US Mobile Phone: 818-926-8316 Phone: 818-735-3300 kbuchanan@opusd.org
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Event Information and Budget

6.4.20 | Oak Park High School | Virtual Commencement |
IMS Studio
IMS Technology Services - Linwood
200 Columbia Ave

Description	Cost
Rental	\$965.00
Prof. Services	\$1,625.00
Productions	\$5,700.00
Webcasting - Wowza / Plus	\$3,710.00
Subtotal	\$12,000.00
Estimated Sales Tax	\$720.00
Grand Total	\$12,720.00

By signing below you acknowledge you have read and agree to the Terms and Conditions located on page two of this agreement. Please return all pages of this quote.

Signed: _____ Date: _____
Kevin Buchanan

Title: _____

QUOTE

6.4.20 | Oak Park High School | Virtual
Quote Number 20-1071

Quote Number: 20-1071
Name: 6.4.20 | Oak Park High
Production: Thomas Pittman

Pull Date: 6/2/2020 3:00 PM
Return Date: 6/4/2020 11:00 PM
Status: Inquiry

Qty	Item Description	Time	Rate	Price	Ext. Price
Facility / Virtual Hosting					
1	Studio Set Up "C"	1.5	Day Rate	3,100.00	4,650.00
1	Facility Fee ^Onsite Linwood production space and network usage^	1.5	Day Rate	150.00	225.00
Facility / Virtual Hosting:					4,875.00
Webcast Service					
14	Wowza Instance 500 to 1000 (per hour) (1.5) hours for rehearsal + (2) hrs of webcast for up to 4000 viewers	1	Hourly Rate	130.00	1,820.00
Webcast Service:					1,820.00
Webcast Page / Creative Services					
6	Webcast Page Development *includes web chat for friends & family *School to facilitate registration and invite management.	1	Each	190.00	1,140.00
Webcast Page / Creative Services:					1,140.00
Content Upload Center					
1	Premium Upload Center *Need content uploaded by 5/15/20.	1	Each	750.00	750.00

Qty	Item Description	Time	Rate	Price	Ext. Price
				Content Upload Center :	750.00
Pre/Post-Production					
50	Production Editing	1	Each	95.00	4,750.00
2	Master Video from School Provided Media	1	Each	475.00	950.00
				Pre/Post-Production :	5,700.00
Labor Wednesday 6.3.20 Set and Test with					
Date: Wednesday 6.3					
Room: IMS Studio C					
Call Time: am to pm					
Rehearsal Time: TBD					
1	Webcast Director	5	Hourly Rate	85.00	425.00
1	Webcast Engineer	5	Hourly Rate	77.50	387.50
				Labor:	812.50
Labor Thursday 6.4.20 Show Day 1 & Strike					
Date: Thursday 6.4					
Room: IMS Studio					
Call Time: am to pm					
Show Time: pm to pm					
Strike: pm to pm					
1	Webcast Director	5	Hourly Rate	85.00	425.00
1	Webcast Engineer	5	Hourly Rate	77.50	387.50
				Labor:	812.50
Virtual Commencement 2020 Discount					
1	Virtual Meeting 2020 Discount	1	Day Rate	-3,910.00	-3,910.00
				Virtual Commencement 2020 Discount:	-3,910.00

Rental:	\$965.00
Prof. Services:	\$1,625.00
Productions:	\$5,700.00
Webcasting - Wowza / Plus:	\$3,710.00
Price Before Discount:	\$12,000.00
Discount:	(\$0.00)
Subtotal:	\$12,000.00
Discount:	\$0.00
Estimated Sales Tax:	\$720.00
Total:	\$12,720.00
Total Applied Payments:	\$0.00
Balance Due:	\$12,720.00



IMS Technology Services, Inc.
3055 McCann Farm Drive
Suite 105
Garnet Valley, PA 19061
Phone: (610) 361-1870
Fax: (610) 361-1873

Quote Number	20-1071
Name	6.4.20 Oak Park High School
Production Manager	Thomas Pittman
Quote Date	4/13/2020

Invoice
Oak Park High School Kevin Buchanan 899 Kanan Road Oak Park, CA 91377 US Mobile Phone: 818-926-8316 Phone: 818-735-3300 kbuchanan@opusd.org

Venue / Site
IMS Technology Services - Linwood 200 Columbia Ave Linwood, PA 19061 US

Pull Date	Return Date	Status	Terms	Total
6/2/2020 3:00 PM	6/4/2020 11:00 PM	Inquiry	COD	\$12,720.00

IMS Technology Services, Inc.
Rental Terms & Conditions

1) ACCEPTANCE. This Proposal ("Proposal") will be valid for a period of thirty (30) days from the Proposal Date ("Acceptance Period"). In the event this proposal is not accepted by signature and/or issuance of a purchase order authorizing Event in accordance with the Proposal, it will be void. All prices are subject to change without notice following Acceptance Period.

2) ESTIMATE. This proposal was developed based upon information provided by the Customer ("Customer"). This proposal is an estimate of equipment and services to be provided in connection with the applicable event ("Event"). In the case where the actual amount of equipment, services and labor provided in connection with the Event is greater than the amount specified in this proposal based on unanticipated field conditions and/or changes in the proposal scope of work, the Customer will be alerted to the fact and a revised cost agreed upon by both parties, where applicable.

3) TAXES, PERMITS, FEES ETC. Customer shall be directly responsible for all local taxes, permits, licensing fees, loading fees, facility fees, outside vendor fees, electrical hook-up fees, and/or electrical usage. Sales tax exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. In the event tax exemption certificates are not received prior to the billing of the Event, sales tax will be due and payable at the time of final invoice.

4) PAYMENT. Customers that seek to be billed for equipment rental, labor and other services must establish credit with IMS. Based on review of credit application, the Customer may be required to make a deposit prior to the first day of the Event. The deposit received will be credited to the final invoice for the Event. Customer shall be required to make full and final payment to IMS within the terms determined based on the credit application and documented on the Proposal. If payment is not made within the specified time period, a monthly fee will be charged in the amount of 1.5% (18% APR) per month on the outstanding balance until such time as the amount due is paid in full. In the event of late payment, IMS reserves the right to nullify all discounts provided to the Customer as specified in this proposal and full book rate shall be charged at the discretion of IMS. A convenience fee of 3.75% will be assessed to any invoice paid with a credit card.

5) CANCELLATION. Any cancellation of the Event must be in writing, email is acceptable. If cancellation occurs prior to 24 hours from the start date, Customer is responsible for all reasonable expenses incurred by IMS to the date of cancellation. Full charges will apply if Event is cancelled within twenty-four (24) hours prior to Event start time and/or at the time Event equipment leaves the IMS loading dock for transportation to the Event, whichever comes first.

6) LABOR RATES. Hourly labor rates, minimum calls, overtime labor rates, daily labor rates and per diems apply and are based upon prevailing rates and practices at the venue where the Event is being held. Labor estimates were developed based on information provided by the Customer. All labor calls are subject to a minimum charge period based on local venue rules and/or Union rules as they may apply. In the event that the employee works more hours than estimated in the proposal, the Customer will be billed the appropriate prevailing or premium rate for the additional hours worked. An IMS representative will alert Customer in the event that actual labor will exceed Proposal estimates based on unanticipated field conditions and/or changes to the proposal scope of work, and a new cost will be agreed upon by both parties.

7) EQUIPMENT RATES. Unless otherwise noted, all rates are based upon per-room, per day calculations with the minimum rental period being one calendar day. Consecutive day rentals are charged in half day increments after the first day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00AM and continuing through 11:59PM. Customer agrees to pay the rental fees described in this proposal for the stipulated period. Any equipment that is used and/or retained by Customer for a longer period shall be subject to IMS's prevailing rates until equipment is returned. Customer is not responsible for any IMS delay in collecting equipment and this delay cannot be regarded as retaining the equipment for a longer period.

8) EQUIPMENT ACCESS AND TITLE. IMS shall be permitted free access to the equipment at any time before, during and/or after the Event for purposes of set, strike, maintenance and routine checks. IMS retains all title and rights in and to the equipment and all related accessories.

9) DAMAGE AND SECURITY. Customer shall be responsible for all equipment that is damaged, lost or stolen (whether by use, misuse, accident or neglect), at the Event site during the rental period from the time of its arrival at the Event site until its removal from the site (the Security Period), unless caused by IMS's negligence or normal wear and tear. In addition to amounts due to IMS in connection with this proposal, Customer agrees to pay IMS upon demand for all amounts incurred by IMS on account of lost, damaged and stolen equipment occurring during the

Security Period, based upon repair cost for reparable equipment or full replacement cost for lost or irreparable equipment, if Customer was found to have been grossly negligent. In addition, Customer shall be responsible for rental fees while equipment is being repaired and/or replaced. Customer is required to protect the equipment during

the Event. Customer shall be responsible for all costs in the connection with the provision of security.

10) EQUIPMENT FAILURE. IMS maintains and services its equipment in accordance with the manufacturer's specifications and industry practices. IMS does not however, warrant or guarantee that the equipment or services being provided will be free of defect, malfunction or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Customer agrees to immediately notify an IMS representative. IMS will attempt to remedy the problem as soon as possible so that the Event is not interrupted or compromised. In the event that equipment is damaged or malfunctions and cannot be fixed or replaced prior to the start of the Event or at any time during the Event, IMS will credit the rental cost of the applicable equipment on the Customers final invoice for the time period in which the applicable equipment was inoperable. Customer agrees and acknowledges that IMS assumes no responsibility or liability for any loss, cost, damage or injury to persons or property in connection with the Event as a result of inoperable equipment or otherwise. Under no circumstances will IMS be responsible for any indirect, special or consequential damages (including, but not limited to, loss of profits, interest, earnings or use) whether arising in contract, tort or otherwise in connection with the Event.

11) LIMITATION OF LIABILITY. Notwithstanding any other provision, IMS's aggregate liability to Customer under any circumstance shall be strictly limited to an amount equal to the actual fees paid to IMS in connection with the Event.

12) FORCE MAJEURE. Performance under this agreement may be delayed due to unforeseen and unavoidable delays caused by federal, state or municipal actions, statutes, ordinances or regulations; acts of god, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; or other unforeseeable incidents outside of any responsible party's control which shall make such performance impossible and/or impractical. The party whose performance is so delayed shall give notice of the delay and its cause to the other party to whom performance is owed within five (5) business days of the commencement of such delay.

13) MISCELLANEOUS. This proposal shall be governed and interpreted by the laws of the State of Pennsylvania, USA. The individuals signing this proposal and/or the generation of a purchase order by the Customer authorizing acceptance of the Proposal for the Event each represent and warrant to the other that they have the proper authority to bind their respective parties to the provisions of the proposal. The provisions of this proposal may only be modified by written agreement signed between both parties.

14) INDEMNIFICATION. Customer and IMS each hereby forever agree to indemnify, defend and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorney's fees and costs), damages and/or injury to property and persons (including death, and all of the foregoing collectively referred to herein as the "Claims") as a result of the negligent acts, errors or omissions of the indemnifying party and their respective employees, agents, representatives and contractors, but only to the extent that such Claims arise out of or are directly related to this Proposal and/or the equipment and services being provided for the Event.

To confirm order please fax to (610)361-1873 or email confirmation to your Production Manager.

Date: _____
Company _____
Signature: _____

Name/Title: _____

Date: _____
Client _____
Signature: _____

Name/Title: _____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: B.3.f. APPROVE AUTHORIZATION FOR SUPERINTENDENT TO AWARD SERVICE CONTRACT FOR A VIRTUAL CULMINATION CEREMONY FOR MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve a virtual culmination ceremony for Medea Creek Middle School (MCMS) and authorize the Superintendent to award associated service contract?

BACKGROUND: As a result of the school closures due to COVID-19 and the statewide shelter-in-place and stay-at-home order, the District has been exploring a variety of options to celebrate, recognize and commemorate the MCMS 8th grade culminating Class. Since state and local guidelines regarding social distancing prevent the District from allowing mass gatherings at this time, and that neither state nor local officials are able to provide a clear timeline for when large gatherings will again be safe, the district would like to contract out the virtual culmination ceremony which will be livestreamed to all MCMS 8th grade families.

As time is of the essence, it is requested that the Board delegate authority to the Superintendent to award and execute a contract in order for the school to begin preparation and planning for a virtual culmination.

Education Code 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting.

FISCAL IMPACT: The budget for this service is set at a not to exceed amount of \$6,000 which is included in the 2019-2020 site funds for culmination.

ALTERNATIVES:

1. Approve a virtual culmination ceremony for MCMS and authorize the Superintendent to award associated service contract not to exceed \$6,000.
2. Do not approve the virtual ceremony to be contracted through an outside vendor.

RECOMMENDATION: Alternative No. 1

Prepared by: Bradley Benioff, Principal Medea Creek Middle School
Dr. Jay Greenlinger, Director Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

Board of Education Meeting

April 21, 2020

Approve a virtual culmination ceremony for MCMS
and authorize the Superintendent to award associated service contract

Page 2

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.4.a. APPROVE RESOLUTION #2020-09 TO NOT REEMPLOY CERTIFICATED EMPLOYEES DUE TO A REDUCTION OR ELIMINATION OF PARTICULAR KINDS OF SERVICE

ACTION

ISSUE: Should the Board of Education approve Resolution #2020-09 decreasing the equivalent of 2.1 full-time certificated employees because of a reduction or elimination of particular kinds of service?

BACKGROUND: During this period of economic uncertainty, we ask the Board of Education to reduce or discontinue the services set forth in Resolution #2020-09 for the 2020-2021 school year. Should we receive a more positive economic forecast, the District and administration at affected school sites may increase the number of staff accordingly.

ALTERNATIVES:

1. Approve Resolution #2020-09 decreasing the equivalent of 2.1 full-time certificated employees because of a reduction or elimination of particular kinds of service.
2. Do not approve Resolution #2020-09 decreasing the equivalent of 2.1 full-time certificated employees because a reduction or elimination of particular kinds of service.

FISCAL IMPACT: No immediate fiscal impact. These positions are included in the 2019-20 Operating Budget and will continue to be funded through the end of the 2019-20 Fiscal Year.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

Resolution to Decrease the Number of Certificated Employees Due to a Reduction or Elimination of Particular Kinds of Services

Resolution No. 2020-09

WHEREAS, the Governing Board of the Oak Park Unified School District (“District”) adopted Resolution 2020-05 on February 18, 2020, authorizing and directing the Superintendent, or designee, to initiate and pursue procedures necessary to reduce or discontinue the equivalent of 3.5 full-time certificated employees of the District pursuant to Education Code sections 44949 and 44955 because of a reduction or discontinuance of particular kinds of services;

WHEREAS, on or before March 15, 2020, the District properly served notice on the employees listed on “Attachment A” that the District will reduce or discontinue their services for the 2020-2021 school year; and

WHEREAS, the employees listed on “Attachment A” did not request a hearing and, therefore, sufficient cause exists for not reemploying the certificated employees listed on “Attachment A.”

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Oak Park Unified School District as follows:

- A. That the following particular kinds of services be reduced or eliminated, as modified herein, commencing with the 2020-2021 school year:

<u>PARTICULAR KIND OF SERVICE</u>	<u>FTE's</u>
Middle School Technology	0.2 FTE
Middle School Spanish	0.4 FTE
Middle School Counselor	1.0 FTE
Tech TOSA	0.5 FTE

Total Full-Time Equivalent Reduction: 2.1 FTE

- B. That the Superintendent of the Oak Park Unified School District, or designee, is authorized and directed to notify those certificated employees listed on "Attachment A," prior to May 15, 2020, that pursuant to Education Code sections 44949 and 44955, their services will not be required by this District for the ensuing 2020-2021 school year. Said Notice shall be given by serving upon the certificated employees a true copy of this Resolution.
- C. That the Superintendent, or designee, is authorized and directed to take any other action necessary to effectuate the intent of this resolution and finalize layoffs.

PASSED AND ADOPTED at the regular meeting of the Governing Board of the Oak Park Unified School District on April 21, 2020 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

President, Board of Education
Oak Park Unified School District

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Governing Board of the Oak Park Unified School District of Oak Park, California, adopted by said Governing Board at its meeting on April 21, 2020.

Secretary, Board of Education
Oak Park Unified School District

Attachment A to Resolution No. 2020-09

**LIST OF PERSON(S) WHOSE SERVICES WILL BE REDUCED
OR DISCONTINUED FOR THE 2020-2021 SCHOOL YEAR**

Employee #1 Middle School Technology	0.2 FTE
Employee #2 Middle School Spanish	0.4 FTE
Employee #3 Middle School Counselor	1.0 FTE
Employee #4 Tech TOSA	0.5 FTE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
**SUBJECT: B.4.b. APPROVE RESOLUTION # 2020-10 REDUCING OR
DISCONTINUING PARTICULAR KINDS OF SERVICE FOR
CLASSIFIED EMPLOYEES**

ACTION

ISSUE: Should the Board of Education approve Resolution #2020-10 Reducing or Discontinuing Particular Kinds of Service for Classified Employees?

BACKGROUND: In considering the funding support for the 2020-2021 school year, it has been determined that, at this time, staffing must be reduced.

ALTERNATIVES: 1. Approve Resolution #2020-10 Reducing or Discontinuing Particular Kinds of Service for Classified Employees.
2. Do not approve Resolution #2020-10 Reducing or Discontinuing Particular Kinds of Service for Classified Employees.

FISCAL IMPACT: None, as these services were being funded by the Oak Park Education Foundation

RECOMMENDATION: Alternative #1

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent of Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

*Resolution to Approve the Reduction or Elimination of
Certain Positions in the Classified Service*

Resolution No. 2020-10

WHEREAS, due to lack of work and/or lack of funds, the Governing Board of the Oak Park Unified School District ("District") hereby finds that it is in the best interests of the District that as of June 30, 2020, the following services now being provided by the District shall be reduced and/or discontinued:

CLASSIFICATION

Instructional Assistant I - Literacy & Numeracy Support

FULL-TIME EQUIVALENT(FTE)

9 (FTE)

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. Due to lack of work and/or lack of funds, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code 45308.
2. The above identified reductions/layoffs shall be effective June 30, 2020.
3. The Superintendent, or designee, is directed to give notice of reduction/layoff to the affected classified employees pursuant to the requirements of law, no later than sixty (60) days prior to the effective date of layoff set forth above.
4. The employees reduced/laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code section 45298.

PASSED AND ADOPTED at the regular meeting of the Governing Board of the Oak Park Unified School District on April 21, 2020 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

President, Board of Education
Oak Park Unified School District

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Governing Board of the Oak Park Unified School District, of Oak Park, California, adopted by said Board at its meeting on April 21, 2020.

Secretary, Board of Education
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
**SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY 2121 –
SUPERINTENDENT’S CONTRACT – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 2121 – Superintendent’s Contract?

BACKGROUND: Board Policy 2121 updated to add professional development as an optional component that may be addressed in the superintendent's contract, consistent with CSBA's Superintendent Contract Template. Section on "Termination of Contract" deletes material related to maximum cash settlement requirements for contracts executed prior to January 1, 2016, since state law limits the term of the contract to a maximum of four years. Board Policy 2121 is being submitted with recommended language from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy 2121 – Superintendent’s Contract.
2. Do not approve amendment to Board Policy 2121 – Superintendent’s Contract.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(a)

Superintendent's Contract

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent ~~are to~~ will work together as a **governance team** to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the ~~need for~~ value of stability in district administration ~~and shall ensure~~, the best use of district resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 2120 - Superintendent Recruitment and Selection)

(cf. 4312.1 - Contracts)

(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 - Travel Expenses)

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the ~~Superintendent's~~ use of his/her a personal vehicle.

(cf. 4040 - Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 - Leaves)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Administration

BP 2121(b)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.2/4261.2/4361.2 - Personal Leaves)
(cf. 4161.5/4261.5/4361.5 - Military Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

6. Professional development

7. General duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

8. Criteria, process, and procedure for annual evaluation of the Superintendent

(cf. 2140 - Evaluation of the Superintendent)

~~8. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board~~

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

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

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in ~~his/her~~ the Superintendent's official capacity in the performance of ~~duties related to his/her~~ employment-related duties

The Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Administration

BP 2121(c)

prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

(cf. 9321.1 ~~Closed Session Actions and Reports~~)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953, ~~54957.6~~)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

(cf. 4117.5/4217.5/4317.5 ~~Termination Agreements~~)

In such an event, ~~any~~ the maximum cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her the Superintendent's monthly salary multiplied by the number of months left on the contract or, ~~if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's~~ Superintendent's monthly salary multiplied by 12, whichever is less. (Government Code 53260)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(d)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of ~~his/her~~ office or position, ~~he/she~~ the Superintendent shall reimburse the district for payments ~~he/she~~ receives received as paid leave salary pending investigation or as cash settlement upon ~~his/her~~ termination, and for any funds expended by the district in defending the Superintendent against a crime involving the Superintendent's office or position. ~~by the district in his/her defense against a crime involving his/her office or position.~~ (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-~~41329.3~~41328 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

6250-6270 California Public Records Act

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54953 Oral summary of recommended salary and benefits of superintendent

54954 Time and place of regular meetings

54956 Special meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

54957.6 Closed sessions regarding employee matters

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

UNITED STATES CODE, TITLE 42

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

CODE OF FEDERAL REGULATIONS, TITLE 26

1.105-11 Self-insured medical reimbursement plan

COURT DECISIONS

San Diego Union v. City Council, (1983) 146 Cal.App.3d 947

ATTORNEY GENERAL OPINIONS

57 Ops. Cal. Atty. Gen. 209 (1974)

Management Resources:

CSBA PUBLICATIONS

Superintendent Contract Template, ~~2015~~

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(e)

WEB SITES

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

Association of California School Administrators: ~~http://www.acsa.org~~

California Office of the Attorney General: ~~http://oag.ca.gov~~

Adopted: 4-2-91

Amended: 9-17-02, 9-16-03, 4-19-05, 3-20-12, 2-16-16, 8-16-16, 8-15-17, [4-21-20](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
**SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 3551– FOOD SERVICE
OPERATIONS/CAFETERIA FUND – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 3551 –Food Service Operations/Cafeteria Fund?

BACKGROUND: Board Policy 3551 updated to reflect NEW LAW (SB 265) which provides that students with unpaid meal fees must not be denied a reimbursable meal of their choice, eliminating the possibility that any student is required to receive an alternate meal. Policy also reflects a waiver granted by the U.S. Department of Agriculture extending the three-year Administrative Review cycle to a five-year cycle for school years 2017-18 through 2021-22. Regulation updated to reorganize the section on "Unpaid and Delinquent Meal Charges" to emphasize the prohibition against directing any action toward a student to collect unpaid school meal fees and reflect requirements, as amended by SB 265, to treat students with unpaid meal fees the same as other students. Board Policy 3551 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 3551 – Food Service Operations/Cafeteria Fun.
2. Do not approve amendment to Board Policy and Administrative Regulation 3551 –Food Service Operations/Cafeteria Fun.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(a)

Food Service Operations/Cafeteria Fund

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

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

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by ~~the~~ CDE. (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200.426, and any applicable CDE guidance. The

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Business and Non-Instructional Operations

BP 3551(b)

Superintendent or designee shall clearly communicate these procedures to students and parents/guardians and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or ~~served~~denied a meal ~~that differs from~~of the ~~meal served to other students~~student's choice. (Education Code 49557, 49557.5)

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

(cf. 0415 - Equity)

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that

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BP 3551(c)

are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably ~~available~~ quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by ~~the~~ CDE to ensure compliance of the district's food service program with federal requirements ~~related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.~~

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086.1 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49550-49564.5 Meals for needy students, especially:

49550.5 Universal breakfast

49554 Contract for services

49580-49581 Food recovery program

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BP 3551(d)

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-~~1791~~1793 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.317-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.~~313~~ National School Lunch Program

220.1-220.~~212~~ National School Breakfast Program

245.8 Nondiscrimination practices for students eligible for free and reduced price meals and free milk

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Paid Lunch Equity Requirement and Calculation Tool-Updated Guidance for School Year 2019-20, NSD Management Bulletin, SNP-11-2019, May 2019

Professional Standards in the SNP and New Hiring Flexibility, NSD Management Bulletin, SNP-10-2019, April 2019

Senate Bill 250: Child Hunger Prevention and Fair Treatment Act of 2017 and USDA Meal Charge Policy Requirements, NSD Management Bulletin, SNP-~~1205~~-2018, ~~May~~ January 2018

~~Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, and Additional Guidance on the Handling of Unpaid Meal Charges, NSD Management Bulletin, SNP-03-2018, February 2018~~

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017

Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

~~FAQs About~~ School Meals - *FAQs*

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 38-2017, June 2017

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, [SP 29-2017](#), May 2017

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

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BP 3551(e)

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Adopted: 9-17-02

Amended: 2-17-04, 5-20-08, 8-16-11, 2-20-14, 8-15-17, 4-17-18, 11-19-19, [4-21-20](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(a)

Food Service Operations/Cafeteria Fund

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports a ticket as lost or stolen.

However, whenever any student reports an excessive number of lost or stolen tickets, the

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Business and Non-Instructional Operations

AR 3551(b)

Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall open a new account as appropriate for a student whose account appears to have been misused.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)

Students who have unpaid meal charges shall be served a meal of their choice throughout the school year regardless of the level of debt incurred by the household. Such students shall not be overtly identified by the use of special tokens, tickets, or other means and shall not be shamed, treated differently, or denied a meal of their choice. (Education Code 49557, 49557.5)

~~Parents/guardians shall be notified whenever their student's account has a negative balance. No later than 10 days after a student's school meal~~ Whenever a student's account has reached an ~~unpaid-negative~~ balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice. At the middle and high schools the staff will alert the student at the point of sale if the student's account balance is running low. ~~Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application.~~ In cases of continual nonpayment of a student account or of a student account repeatedly in arrears, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. ~~The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.~~

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Series 3000

Business and Non-Instructional Operations

AR 3551(c)

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to CDE using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

(cf. 3510 - Green School Operations)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce [that complies with Health and Safety Code 113992](#), unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

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Series 3000

Business and Non-Instructional Operations

AR 3551(d)

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093) ~~The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund.~~

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the ~~expenditure's~~ purpose of and basis for the expenditure. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also

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may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services ~~only~~, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

Adopted: 9-17-02

Amended: 11-07, 2-14, 8-15-17, 4-17-18, 11-19-19, 4-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 4112.2 – CERTIFICATION– First
Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 4112.2 – Certification?

BACKGROUND: Board Policy 4112.2 updated to clarify the hiring hierarchy if the district is unable to hire a person who possesses a clear or preliminary credential, including one who is approved for a limited assignment option. Policy reflects Commission on Teacher Credentialing (CTC) Coded Correspondence stating that, if the district needs to hire a person who has been granted a credential waiver by CTC, that person must qualify for a "variable term waiver." Policy also expands section on "National Board for Professional Teaching Standards Certification" to add examples of incentives that may encourage teacher participation. Regulation updated to (1) add verification of temporary certificates for employees whose credential applications are being processed by the Commission on Teacher Credentialing; (2) add section reflecting requirements for the Teaching Permit for Statutory Leave, as added by NEW STATE REGULATIONS (Register 2016, No. 34); and (3) add authorization for the holder of the Teaching Permit for Statutory Leave, Provisional Internship Permit, or Short-Term Staff Permit to provide substitute teaching services as specified. Board Policy 4112.2 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 4112.2 – Certification.
2. Do not approve amendment to Board Policy and Administrative Regulation 4112.2 – Certification.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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Certification

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

(cf. ~~411~~4111/4211/4311 - Recruitment and Selection)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English ~~Language~~ Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.5/4212.5/4312.5 — Criminal Record Check)
(cf. 4113 - Assignment)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the ~~professional~~-clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher ~~who is authorized in the subject or setting for each assignment.~~ ~~or, when necessary, a fully prepared teacher serving on a local assignment option.~~ Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who ~~is qualified to participate in and~~ enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who ~~holds~~ ~~is granted~~ a provisional internship permit (PIP) or short-term staff permit issued by the CTC

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The Board shall approve, as an action item at a ~~public~~ open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who ~~holds an emergency permit or for whom has been granted~~ a credential waiver ~~has been granted~~ by the CTC

Prior to requesting that the CTC issue an emergency permit ~~pursuant to item #3 above~~ or a limited assignment permit ~~which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization~~, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled ~~public~~ open Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225.5, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

~~The Board encourages~~ The Superintendent or designee shall promote a career continuum that includes participation of district teachers ~~to voluntarily complete the requirements for the in~~ professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards: (NBPTS). The Superintendent or designee ~~shall inform all~~ may coordinate a cohort of teachers ~~about the program~~ through school or district programs or other available networks.

With Board approval and ~~how to acquire the necessary application~~ funding, and ~~information materials. In accordance~~ consistent with the collective bargaining agreement and ~~the district budget~~ applicable law, the Superintendent ~~or designee~~ may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees

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for NBPTS certification

2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students
- ~~2.3. Providing substitute teachers to provide release time, fee support, a stipend upon completion, or other support to teachers for participating in the program.~~ teachers
4. Providing stipends for teacher participation that match other professional development stipends
5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

(cf. 4161.3 - Professional Leaves)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of ~~his/her~~ the teacher's certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal Reference:

EDUCATION CODE

8360-8370 *Qualifications of child care personnel*
32340-32341 *Unlawful issuance of a credential*

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35186 Complaints regarding teacher vacancy or misassignment
44066 Limitations on certification requirements
44200-44399.1 Teacher credentialing, especially:
44250-44277 Credential types; minimum requirements
44300-44302 Emergency permit
44325-44328 District interns
44330-44355 Certificates and credentials
44420-44440 Revocation and suspension of credentials
44450-44468 University intern program
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills
56060-56063 Substitute teachers in special education
CODE OF REGULATIONS, TITLE 5
80001-80674.6 Commission on Teacher Credentialing
UNITED STATES CODE, TITLE 20
6312 Title I local educational agency plans; notifications regarding teacher qualifications
CODE OF FEDERAL REGULATIONS, TITLE 34
200.6148 Parent notification regarding teacher qualifications
COURT DECISIONS
Association of Mexican-American Educators et. al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534
Management Resources:
COMMISSION ON TEACHER CREDENTIALING –PUBLICATIONS
CL-667 Basic Skills Requirement
CL-856 Provisional Internship Permit
CL- 858 Short-Term Staff Permit
~~13-01~~ Credential Information Guide
Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, August 23, 2016
Waiver Requests Guidebook, 2015
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Subject Matter Authorization Guideline Book, 2012
Supplementary Authorization Guideline Book, 2012
California Standards for the Teaching Profession, 2009
The Administrator's Assignment Manual, rev. September 2007
NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS PUBLICATIONS
Considerations for Using Federal Funds to Support National Board Certification, 2018
WEB SITES
CSBA: <http://www.csba.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Commission on Teacher Credentialing, Credentialing Information Guide (for employers' use only):
<http://www.ctc.ca.gov/credentials/cig>
National Board for Professional Teaching Standards: <http://www.nbpts.org>
National Board Resource Center: nbc.strong.net
U.S. Department of Education: <http://www.ed.gov>

Adopted: 1-25-78

Amended: 9-17-80; 11-17-82; 7-23-85; 2-25-92; 9-17-02; 6-17-03; 2-21-06, 3-17-09, 10-21-14, 10-18-16, 4-21-20

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Certification

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English ~~Language~~ Learners)

(cf. ~~4122~~4112.23 - Special Education Staff)

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

~~(cf. 6178.2 - Regional Occupational Center/Program)~~

(cf. 6200 - Adult Education)

The Superintendent or designee shall verify that any person who is employed by the district while their application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel ~~Records~~ Files)

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent ~~basis~~, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated ~~teacher~~ employee who has not taken a test of basic skills proficiency if ~~he/she-the~~ employee has not yet been afforded the opportunity to take the test, provided that ~~he/she~~ the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of ~~his/her-the~~ test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being

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issued a California preliminary credential by the CTC unless ~~he/she~~ the employee has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments ~~require~~requiring the addition of another teacher;
2. Inability of the teacher of record to finish the school year due to approved leave or illness;
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern~~ship~~ program;
4. Inability of the applicant to enroll in an approved intern~~ship~~ program due to timelines or lack of space in the program;
5. Unavailability of a third-year extension of an intern~~ship~~ program or the applicant's withdrawal from an intern~~ship~~ program;

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single

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subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC:
(5 CCR 80021)

1. Verification that the district has conducted a local recruitment for ~~the~~ permit being requested.
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee.

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not ~~be~~ limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment ~~and~~ Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent ~~or~~for designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable

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qualified intern as evidenced by documentation of the search.

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

1. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
2. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
3. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that ~~he/she~~ **the applicant** will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

4. The candidate has been apprised of steps to earn a credential and enroll in an intern~~ship~~ program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or

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illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. The Superintendent or designee shall annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

(cf. 4113 - Assignment)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

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Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before ~~he/she~~ **the employee** begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Substitute Teaching Permits

~~For day-to-day substitute teaching at any grade level, the~~ **The** district may employ a person ~~with an emergency substitute whose credential or permit issued by the CTC~~ **authorizes substitute teaching services**, provided that:

1. A person holding an emergency 30-day substitute **teaching** permit, **STSP, PIP, TPSL**, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the ~~CBEST~~ **California Basic Educational Skills Test**, shall not serve as a substitute for more than 30 days for any one teacher during the school year. ~~He/she~~ **The teacher** shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute **teaching** permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute **teaching** permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and

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not more than 90 days total during the school year. (5 CCR 80025.2)

4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Adopted: 9-17-02

Amended: 11-04, 11-05, 11-08, 7-11, 8-14, 4-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
**SUBJECT: B.5.d. APPROVE DELETION OF ADMINISTRATIVE REGULATION 5118
OPEN ENROLLMENT ACT TRANSFERS – First Reading**

ACTION

ISSUE: Should the Board of Education approve the deletion of Administrative Regulation 5118 – Open Enrollment Act Transfers?

BACKGROUND: Administrative regulation 51128 deleted since CDE no longer identifies low-achieving schools based on the Academic Performance Index for purposes of developing an Open Enrollment List of schools, in which students had the option to transfer to a higher achieving school within or outside the district. Administrative Regulation 5118 is being submitted for deletion as recommended by CSBA.

ALTERNATIVES:

1. Approve deletion of Administrative Regulation 5118 – Open Enrollment Act Transfers.
2. Do not approve deletion of Administrative Regulation 5118 – Open Enrollment Act Transfers.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

~~OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION~~

~~Section 5000~~

~~Students~~

~~AR 5118(a)~~

Transfers

Definitions

~~District of enrollment means the district, other than the district in which the student's parent/guardian resides, in which the parent/guardian intends to enroll his/her child. (Education Code 48352)~~

~~District of residence means the district in which the parent/guardian of a student resides and in which the student would otherwise be required to enroll pursuant to Education Code 48200. (Education Code 48352)~~

~~(cf. 5111.1—District Residency)~~

~~Open enrollment school means a "low-achieving" school identified by the Superintendent of Public Instruction (SPI) pursuant to Education Code 48352 and 5 CCR 4701. (Education Code 48352; 5 CCR 4701)~~

Transfer Applications into a District School

~~Enrollment priority shall be available to students who reside within this district. No student who resides within a school's attendance area or who is currently enrolled in a school shall be displaced by a student who is transferring pursuant Education Code 48350-48361 or 5 CCR 4700-4703. (Education Code 48354, 48356)~~

~~Applications shall be submitted within the deadlines established by Board policy.~~

~~However, the application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48354)~~

~~(cf. 6173.2—Education of Children of Military Families)~~

~~The parent/guardian's application may request enrollment of his/her child in a specific school or program. Requests for admission to a magnet school or program designed to serve gifted and talented students shall be subject to the usual admission requirements established by the district for district students. Except for such specialized admission requirements, the Superintendent or designee shall not consider the student's previous academic achievement, athletic performance, physical condition, English language proficiency, family income, or any of the prohibited bases for discrimination listed in Education Code 200. (Education Code 48354, 48356)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 6172—Gifted and Talented Student Program)~~

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~~Students applying for open enrollment transfers shall be assigned priority for approval as follows: (Education Code 48356)~~

- ~~1. First priority for the siblings of students who already attend the desired school~~
- ~~2. Second priority for students transferring from a program improvement school ranked in decile 1 on the Academic Performance Index (API)~~

~~If the number of students who request a particular school exceeds the number of spaces available at that school, the Superintendent or designee shall conduct a lottery, in the group priority order identified in items #1 and #2 above, to select students at random until all of the available spaces are filled. (Education Code 48356)~~

~~Within 60 days of receiving the application, the Superintendent or designee shall provide written notification to the parent/guardian and the student's district of residence as to whether the application has been accepted or rejected. If the application has been rejected, the notice shall state the reasons for the rejection. If the application has been approved, the notification shall specify the particular school site and the school's address to which the student has been admitted. (Education Code 48357; 5 CCR 4702)~~

Terms of Approval

~~The Superintendent or designee shall ensure that the school to which the student is transferring has a higher API than the school in which the student was previously enrolled. (Education Code 48356)~~

~~The parent/guardian shall enroll his/her child on or before the first day of instruction or within 14 calendar days of receipt of the district's notice of approval of the application, whichever is later. If the parent/guardian fails to enroll his/her child within this timeframe, the district may decline to enroll the student. (5 CCR 4703)~~

~~Upon enrollment, the district shall grant the student any credits towards graduation that he/she received from his/her district of residence. The student shall be eligible for graduation from district schools upon completion of state and district graduation requirements. (Education Code 48358)~~

~~(cf. 6143—Courses of Study)~~

~~(cf. 6146.1—High School Graduation Requirements)~~

~~(cf. 6146.5—Elementary/Middle School Graduation Requirements)~~

~~(cf. 6162.52—High School Exit Examination)~~

~~A student admitted to a district school through this process shall be deemed to have fulfilled~~

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AR 5118(e)

district residency requirements pursuant to Education Code 48204 and shall not be required to reapply for enrollment in that school, regardless of whether his/her school of residence remains on the Open Enrollment List. (Education Code 48356; 5 CCR 4702)

Once admitted, a transfer student who wishes to matriculate into a district middle or high school or transfer to another district school shall reapply for admission to the new school pursuant to the requirements of Board policy and administrative regulation.

Parents/guardians are responsible for transporting their children to school.

Adopted: 9-17-02

Amended: 11-10

Deleted: 4-21-2020

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 5121 – GRADES/EVALUATION OF
STUDENT ACHIEVEMENT– First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5121 – Grades/Evaluation of Student Achievement?

BACKGROUND: Board Policy 5121 updated to allow the Superintendent to alter the grading practices under extraordinary circumstances, such as an emergency or disaster. Board Policy 5121 is being submitted with recommended language from the Superintendent.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 5121 – Grades/Evaluation of Student Achievement.
2. Do not approve 5121 – Grades/Evaluation of Student Achievement.52 – Suicide Prevention.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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Students

BP 5121(a)

Grades/Evaluation of Student Achievement

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate reflection of what the student has learned and an evaluation of the student's academic growth and performance.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system that shall be applied to all students in that course and grade level. Teachers shall inform students and parents/guardians how academic performance will be evaluated in the classroom.

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

A teacher shall base a student's grades solely on the quality of the student's academic work and ~~his/her~~ the student's independent and consistent mastery of course content based on district standards. Students shall have multiple opportunities to demonstrate this mastery through a variety of methods including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately. Students shall not be given extra credit towards academic grades for attending school events, donating materials, or any other similar activities that could exclude a student because of where they live or their socioeconomic status. Rather, extra credit in the academic grades shall only be given to students when the points reflect mastery of course content.

(cf. 6011 - Academic Standards)
(cf. 6162.5 – Student Assessment)

Whenever a student misses an assignment or assessment due to an excused absence, ~~he/she~~ the student shall be given full credit for subsequent satisfactory completion of the assignment or assessment, according to a mutually agreed upon timeline for submission between the student and teacher.

(cf. 6154 - Homework/Makeup Work)

Students in grades K-5 shall receive report cards at the end of each trimester grading period. The reports for trimesters 1 and 2 will communicate what progress students have made toward specific learning goals. The final report card will communicate whether or not students have

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demonstrated mastery of specific academic skills with consistency and independence. The elementary report card may also contain social-emotional marks.

At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about ~~his/her~~ the student's disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

(cf. 5125 - Student Records)

(cf. 6159 - Individualized Education Program)

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

A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses.

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Under extraordinary circumstances, including, but not limited to, an emergency or disaster, the Superintendent may alter the grading criteria specified in "Grades for Academic Performance" in the accompanying administrative regulation for the semester when the extraordinary circumstances exist.

(cf. 2210 – Administrative Discretion Regarding Board Policy)

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Legal Reference:

EDUCATION CODE

41505-41508 Pupil Retention Block Grant

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

69432.9 Cal Grant program; notification of grade point average

76000-76002 Enrollment in community college

CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179Cal. App.3d 593

Management Resources:

CSBA PUBLICATIONS

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

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE

Report Cards and Transcripts for Students with Disabilities, October 17, 2008

What The Research Says About Standards Based Grading Matt Townsley & Tom Buckmiller, Ph.D. Jan 2016

WEB SITES

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

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

California Student Aid Commission: <http://www.csac.ca.gov>

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

Adopted: 5-24-78

Amended: 5-15-84, 8-5-92, 9-17-02, 11-17-09, 4-17-18, 4-21-20

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AR 5121(a)

Grades/Evaluation of Student Achievement

The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors.

Report cards displaying students' academic performance and progress in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 – Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 – Promotion/Acceleration/Retention)

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

(cf. 5125 – Student Records)

(cf. 6146.1 – High School Graduation Requirements)

Grades for Academic Performance

For grades K-5, students' level of progress for the first two grading periods shall be reported as follows:

Area of Strength (S), Making Progress (P), Not Yet (N)

For the third and final grading period, students' level of progress shall be reported as follows:
Meets Grade Level Standard or Does Not Yet Meet Grade Level Standard

“Area of strength” and “meets grade level standard” means the student consistently and independently demonstrates the skill at the time marks are reported.

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AR 5121(b)

For grades 6-12, grades for academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

The following applies only when a school reports weighted GPA to post-secondary institutions: Because of the more rigorous nature of Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond ~~his/her~~ ~~the student's~~ ~~their~~ control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation and assigns the grade.

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AR 5121(c)

(cf. 6145.2 - Athletic Competition)

Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, ~~the student~~^{he/she} shall receive the same letter grade as is granted by the college.

Grades for Citizenship and Work Habits

Any grades assigned for citizenship or work habits, such as effort or study skills shall be reported as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement

Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of ~~an~~ a letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise ~~his/her~~ ^{the student's} grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on ~~his/her~~ ^{the student's} permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on ~~his/her~~ ^{the student's} permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

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Students

AR 5121(d)

Effect of Absences on Grades

Teachers who chose to withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

(cf. 6173.1 - Education for Foster Youth)

Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Academic Performance" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

(cf. 5126 - Awards for Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

Each academic year, the Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9)

Adopted: 9-17-02

Amended: 7-09, 7-15, 4-17-18, 4-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
**SUBJECT: B.5.f. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 5141.52 – SUICIDE PREVENTION –
First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention?

BACKGROUND: Board Policy 5141.52 and regulation updated to reflect NEW LAW (AB 1767) which mandates age-appropriate policy on suicide prevention, intervention, and postvention for students in grades K-6 beginning in the 2020-21 school year. Policy reflects requirements to consult with specified stakeholders on policy development, coordinate with the county mental health plan whenever a referral is made for mental health or related services for a student in grades K-6 who is a Medi-Cal beneficiary, and ensure that employees act within the authorization and scope of their credential or license. Policy also reflects NEW LAW (AB 34) which requires the district, beginning in the 2020-21 school year, to post its suicide prevention policy in a prominent location on its web site. Regulation updated to move material regarding the printing of the national suicide hotline number on student identification cards to a new section. Regulation also adds an optional postvention strategy to identify and monitor students significantly affected by suicide and those at risk of imitative behavior. Board Policy 5141.52 is being submitted with recommended language from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention.
2. Do not approve amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(a)

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.-

In developing ~~measures~~ policy and strategies for ~~use by the district~~ suicide prevention and intervention, the Superintendent or designee ~~may~~ shall consult with school ~~health professionals, and community stakeholders such as administrators, other staff, parents/guardians, and students; school-employed mental health professionals such as school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, and school nurses; suicide prevention experts, such as local health agencies, mental health professionals, and community organizations-; law enforcement; and, in developing policy for grades K-6, the county mental health plan.~~ (Education Code 215)

(cf. 1220 - Citizen Advisory Committees)

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

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

~~Such~~ Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students-, as described in the accompanying administrative regulation

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

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BP 5141.52(b)

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning ~~youth~~. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

(cf. 5141.6 - School Health Services)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

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Students

BP 5141.52(c)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

234.6 Posting suicide prevention policy on web site

32280-32289.5 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Children's Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, ~~2003~~2019

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, ~~2001~~rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, ~~Suicide Prevention Program~~: [Mental Health Services: http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx](http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx)

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Suicide Prevention Resource Center: <http://www.sprc.org/about-suicide>

Suicide Prevention Lifeline: <http://suicidepreventionlifeline.org>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov>

Adopted: 9-16-14

Amended: 5-16-17, 2-19-19, 4-21-20

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.52(a)

Suicide Prevention

~~Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)~~

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are ~~bereaved~~~~impacted~~ by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning ~~youth~~
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency,

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Series 5000

Students

AR 5141.52(b)

problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed
8. District procedures for responding after a suicide has occurred

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum ~~at~~in an age appropriate ~~secondary grades~~manner and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors ~~in oneself and others~~ and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 5131.6 - Alcohol and Other Drugs)

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(cf. 5141.6 - School Health Services)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2 - Guidance/Counseling Services)

Student Identification Cards

Student identification cards for students in grades 7-12 shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when there is ~~has~~ reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

~~School employees shall act only within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental illness unless specifically licensed and employed to do so. (Education Code 215)~~

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

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Students

AR 5141.52(d)

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether ~~it is~~ necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief

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Students

AR 5141.52(e)

and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. **Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored.** School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students. –

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Adopted: 9-16-14

Amended: 5-16-17, 2-19-19, 4-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.5.g. APPROVE ADOPTION OF NEW BOARD POLICY 4113.5/4213.5/4313.5 – WORKING REMOTELY – First Reading

ACTION

ISSUE: Should the Board of Education approve the adoption of New Board Policy 4113.5/4213.5/4313.5 – Working Remotely?

BACKGROUND: New Board Policy 4113.5/4213.5/4313.5 addresses issues applicable to employees who work from home or another remote location, whether due to a school closure resulting from a widespread illness, natural disaster, or other emergency condition or upon the request of an individual employee. Policy clarifies that there is no entitlement to work remotely and that employees who are granted the ability to work remotely are subject to the same compensation, benefits, or other terms and conditions of employment appropriate for the position. Policy also addresses work hours, work environment, use of district equipment, reimbursement of expenses, safeguarding of district records, evaluation of job performance, and discontinuance of the remote work arrangement at the district's discretion. Board Policy 4113.5/4213.5/4313.5 is being submitted for adoption with recommendation from CSBA.

ALTERNATIVES:

1. Approve adoption of New Board Policy 4113.5/4213.5/4313.5 – Working Remotely.
2. Do not approve adoption of New Board Policy 4113.5/4213.5/4313.5 – Working Remotely.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 4000

Personnel

BP 4113.5/4213.5/4313.5(a)

Working Remotely

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4113 - Assignment)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 6157 - Distance Learning)

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4151/4251/4351 - Employee Compensation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 4000

Personnel

BP 4113.5/4213.5/4313.5(b)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)

The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

(cf. 4040 - Employee Use of Technology)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5125 - Student Records)

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 4000

Personnel

BP 4113.5/4213.5/4313.5(c)

Legal Reference:

GOVERNMENT CODE

6250-6270 *California Public Records Act*

12900-12996 *Fair Employment and Housing Act*

LABOR CODE

226.7 *Mandated meal, rest, or recovery periods*

6400 *Safe and healthful employment and place of employment*

6401 *Unsafe workplace*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

Management Resources:

WEB SITES

California Department of Industrial Relations: <http://www.dir.ca.gov>

Adopted: 4-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: B.5.h. APPROVE ADOPTION OF NEW BOARD POLICY 6157 – DISTANCE LEARNING – First Reading

ACTION

ISSUE: Should the Board of Education approve the adoption of New Board Policy 6157 - Distance Learning?

BACKGROUND: New Board Policy 6157 addresses the provision of distance learning opportunities to students, whether to all students due to a school closure or to individual students or classes as an alternative instructional method for academic purposes. Policy presents examples of the types of distance learning opportunities that may be offered, based on the California Department of Education's COVID-19 Guidance for K-12 Schools. Policy also addresses teacher training and support, availability to all students, use of district equipment, communications with students and parents/guardians, and grading criteria. Policy includes additional considerations in the event of a school closure, such as prioritization of content as well as maintenance of continuity, routine, and regular connections with students. Board Policy 6157 is being submitted for adoption with recommendation from CSBA.

ALTERNATIVES: 1. Approve adoption of New Board Policy 6157 - Distance Learning.
2. Do not approve adoption of New Board Policy 6157 - Distance Learning.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 5000

Instruction

BP 6157(a)

Distance Learning

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

(cf. 6158 - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. 5141.5 - Mental Health)

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

(cf. 4131 - Staff Development)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Instruction

BP 6157(b)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

(cf. 6162.6 - Use of Copyrighted Materials)

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

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

(cf. 0415 - Equity)

(cf. 6159 - Individualized Education Program)

(cf. 6174 - Education for English Learners)

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

(cf. 0440 - District Technology Plan)

(cf. 3311.4 - Procurement of Technological Equipment)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 6163.4 - Student Use of Technology)

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

(cf. 6020 - Parent Involvement)

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with grading of equivalent courses in classroom settings.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6146.3 - Reciprocity of Academic Credit)

(cf. 6146.11 - Alternative Credits Toward Graduation)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for electronic products or services; prohibitions

51210-51212 Course of study for grades 1-6

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Instruction

BP 6157(c)

51220-51229 Course of study for grades 7-12

51740-51741 Authority to provide instruction by correspondence

51745-51749.3 Independent study

51865 California distance learning policy

PUBLIC CONTRACT CODE

20118.2 Contracting by school districts; technological equipment

UNITED STATES CODE, TITLE 20

7131 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate); Internet safety

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

COVID-19 Guidance for K-12 Schools

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines

WEB SITES

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

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Adopted: 4-21-20

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: VII.1. MONTH 7 ENROLLMENT AND ATTENDANCE REPORT

INFORMATION

ISSUE: Shall the Board receive and review the status report on District enrollment and attendance through Month 7 of the 2019-20 school year?

BACKGROUND: As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. This year as a result of Governor Newsom's Executive Order on March 13, 2020, local educational agencies (LEAs) will not be penalized for not offering regular school days as result of closure due to the coronavirus (COVID-19) situation. LEAs that certify that they closed school due to COVID-19 will not receive instructional day and minute penalties for COVID-19 closures. Average Daily Attendance will be based on full school months only from July 1 to February 29 for the 2019-20 academic year. Accordingly, staff has prepared the following enrollment and attendance information through the end February 29, 2020 to assist in this review.

FISCAL IMPACT: None. Information only.

RECOMMENDATION: None. Information only.

Prepared by: Lynn Framer, Senior Accountant
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Month 7: February 3, 2020 to February 28, 2020										Year to Date: August 5, 2019 - February 28, 2020														
Enrollment Comparison				ADA Comparison				ADA% Comparison				Enrollment Comparison				ADA Comparison				ADA% Comparison				
	2019-2020	2018-2019	Variance		2019-2020	2018-2019	Variance		2019-2020	2018-2019	Variance		2019-2020	2018-2019	Variance		2019-2020	2018-2019	Variance		2019-2020	2018-2019	Variance	
BES																								
K	109	94	15		103.00	89.78	13.22		94.50%	95.51%	-1.02%		K	109	94	15		102.96	91.67	11.29		94.46%	97.52%	-3.06%
1	80	82	(2)		77.44	79.00	(1.56)		96.80%	96.34%	0.46%		1	80	82	(2)		77.04	81.19	(4.15)		96.30%	99.01%	-2.71%
2	105	85	20		101.67	82.33	19.34		96.83%	96.86%	-0.03%		2	105	85	20		100.68	82.44	18.24		95.89%	96.99%	-1.10%
3	96	82	14		91.33	78.17	13.16		95.14%	95.33%	-0.19%		3	96	82	14		89.83	78.82	11.01		93.57%	96.12%	-2.55%
4	94	97	(3)		89.67	92.56	(2.89)		95.39%	95.42%	-0.03%		4	94	97	(3)		89.72	94.33	(4.61)		95.45%	97.25%	-1.80%
5	114	122	(8)		109.22	118.83	(9.61)		95.81%	97.40%	-1.59%		5	114	122	(8)		108.83	120.78	(11.95)		95.46%	99.00%	-3.54%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Total	598	562	36		572.33	540.67	31.66		95.71%	96.20%	-0.50%		Total	598	562	36		569.06	549.23	19.83		95.16%	97.73%	-2.57%
OHES													OHES											
K	102	92	10		95.89	87.55	6.11		94.01%	95.16%	-1.15%		K	102	92	10		96.76	89.38	7.38		94.86%	97.15%	-2.29%
1	82	86	(4)		78.50	82.89	(0.50)		95.73%	96.38%	-0.65%		1	82	86	(4)		78.69	84.14	(5.45)		95.96%	97.84%	-1.87%
2	80	81	(1)		77.06	77.5	(5.27)		96.33%	95.68%	0.65%		2	80	81	(1)		76.81	79.87	(3.06)		96.01%	98.60%	-2.59%
3	81	81	-		77.50	78.17	(0.67)		95.68%	96.51%	-0.83%		3	81	81	-		78.94	77.10	1.84		97.46%	95.19%	2.27%
4	84	98	(14)		79.83	95.22	(12.73)		95.04%	97.16%	-2.13%		4	84	98	(14)		78.24	94.06	(15.82)		93.14%	95.98%	-2.84%
5	92	98	(6)		90.72	93.89	(28.11)		98.61%	95.81%	2.80%		5	92	98	(6)		91.86	95.20	(3.34)		99.85%	97.14%	2.70%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Total	521	536	(15)		499.50	515.22	(15.72)		95.87%	96.12%	-0.25%		Total	521	536	(15)		501.30	519.75	(18.45)		96.22%	96.97%	-0.75%
ROES													ROES											
K	130	121	9		124.95	116.11	8.84		96.12%	95.96%	0.16%		K	130	121	9		125.27	114.12	11.15		96.36%	94.31%	2.05%
1	109	84	25		104.72	81.28	23.44		96.07%	96.76%	-0.69%		1	109	83	26		104.39	82.76	21.63		95.77%	99.71%	-3.94%
2	81	85	(4)		79.06	82.06	(3.00)		97.60%	96.54%	1.06%		2	81	85	(4)		80.92	83.27	(2.35)		99.90%	97.96%	1.94%
3	82	108	(26)		79.17	101.50	(22.33)		96.55%	93.98%	2.57%		3	82	108	(26)		81.59	103.24	(21.65)		99.50%	95.59%	3.91%
4	112	99	13		108.83	95.72	13.11		97.17%	96.69%	0.48%		4	112	99	13		108.67	95.12	13.55		97.03%	96.08%	0.95%
5	95	96	(1)		90.78	91.00	(0.22)		95.56%	94.79%	0.77%		5	95	96	(1)		91.40	94.48	(3.08)		96.21%	98.42%	-2.21%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Total	609	593	16		587.51	567.67	19.84		96.47%	95.73%	0.74%		Total	609	592	17		592.24	572.99	19.25		97.25%	96.79%	0.46%
MCMS													MCMS											
6	367	355	12		354.67	343.78	10.89		96.64%	96.84%	-0.20%		6	367	355	12		359.23	346.80	12.43		97.88%	97.69%	0.19%
7	357	352	5		344.33	336.44	7.89		96.45%	95.58%	0.87%		7	357	352	5		346.01	340.75	5.26		96.92%	96.80%	0.12%
8	354	383	(29)		343.00	368.33	(25.33)		96.89%	96.17%	0.72%		8	354	383	(29)		347.88	372.40	(24.52)		98.27%	97.23%	1.04%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Total	1,078	1,090	(12)		1,042.00	1,048.55	(6.55)		96.66%	96.20%	0.46%		Total	1,078	1,090	(12)		1,053.12	1,059.95	(6.83)		97.69%	97.24%	0.45%
OPHS													OPHS											
9	384	397	(13)		369.94	382.94	(13.00)		96.34%	96.46%	-0.12%		9	384	397	(13)		378.64	390.95	(12.31)		98.60%	98.48%	0.13%
10	392	398	(6)		375.78	377.83	(2.05)		95.86%	94.93%	0.93%		10	392	398	(6)		381.90	387.74	(5.84)		97.42%	97.42%	0.00%
11	368	359	9		347.56	339.45	8.11		94.45%	94.55%	-0.11%		11	368	359	9		361.62	349.95	11.67		98.27%	97.48%	0.79%
12	344	378	(34)		323.61	351.39	(27.78)		94.07%	92.96%	1.11%		12	344	378	(34)		333.60	362.99	(29.39)		96.98%	96.03%	0.95%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Total	1,488	1,532	(44)		1,416.89	1,451.61	(34.72)		95.22%	94.75%	0.47%		Total	1,488	1,532	(44)		1,455.76	1,491.63	(35.87)		97.83%	97.36%	0.47%
OVHS													OVHS											
10-12	47	40	7		43.68	38.19	5.49		92.94%	95.48%	-2.54%		10-12	47	47	-		37.29	35.14	2.15		79.34%	74.77%	4.57%
OPIS													OPIS											
K-12	174	216	(42)		165.23	208.83	(43.60)		94.96%	96.68%	-1.72%		K-12	174	216	(42)		162.11	203.60	(41.49)		93.17%	94.26%	-1.09%
Other***	1	3	(2)		2.94	4.31	(1.37)						Other***	1	3	(2)		2.95	4.31	(1.36)				
Total	4,516	4,572	(56)		4,330.08	4,375.05	(44.97)		95.88%	95.69%	0.19%		Total	4,516	4,578	(62)		4,373.83	4,436.60	(62.77)		96.85%	96.91%	-0.06%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 21, 2020
SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of March 31st of the 2019-20 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This month onwards the staff is using Projection Pro to generate the Cash Flow report. This cash flow utilizes the second interim data but is updated with post COVID-19 assumptions. These include the potential transfer of funds (Objects 7600-7629) to funds 120 and 130 to keep them whole, the reduction of revenue to the Neighborhood School, and the reduction in additional hourly cost as a result of school closures.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

Prepared by: Byron Jones, Director, Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Oak Park Unified
56-73874-0000000

Cashflow Report

Copy of 2019-20 2nd Interim MYP - COVID 19 assumptions

Base Year 2019-20; Actuals Through the Month of March

Fund 01

Object Range		Budget/Beg. Balance	2019 July	August	September	October	November	December	2020 January	February
A. BEGINNING CASH		2,842,457.38	2,842,457.38	8,550,387.57	5,184,554.26	5,343,561.76	3,313,783.35	3,049,305.97	9,750,021.43	4,570,930.12
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	27,574,960.00	1,021,475.00	1,021,475.00	3,672,956.00	1,838,654.00	1,838,654.00	3,672,957.00	1,838,654.00	1,778,489.00
Property Taxes	8020-8079	11,824,767.00	83,032.31	247.43	—	31,793.80	402,448.73	6,377,656.09	147,131.72	69,454.57
Miscellaneous Funds & LCFF Transfers	8080-8099	0.00	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,123,539.00	23,639.00	—	—	3,107.00	—	—	(17,181.19)	—
Other State Revenue	8300-8599	1,454,946.00	9,629.06	104,031.00	250,955.01	(297,473.43)	196,294.76	299,652.21	—	6,903.46
Other Local Revenue	8600-8799	4,933,270.00	279,039.96	405,410.56	358,488.74	499,342.72	406,173.12	391,115.16	352,234.97	494,812.76
Interfund Transfers in	8910-8929	0.00	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0.00	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,911,482.00	1,416,815.33	1,531,163.99	4,282,399.75	2,075,424.09	2,843,570.61	10,741,380.46	2,320,839.50	2,349,659.79
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,747,949.00	332,819.71	2,133,272.53	2,163,652.37	2,227,431.48	2,220,902.22	2,202,547.04	2,206,708.55	2,226,165.03
Classified Salaries	2000-2999	7,329,471.00	231,054.72	685,645.23	654,385.37	670,388.48	656,009.05	646,633.10	653,508.04	670,747.06
Employee Benefits	3000-3999	10,712,585.00	103,030.82	1,021,130.67	1,036,723.61	1,034,948.53	1,040,038.92	1,040,715.13	1,099,971.51	969,418.78
Books and Supplies	4000-4999	1,311,762.00	52,608.06	586,061.05	239,702.67	60,253.46	50,217.76	48,967.43	44,393.06	43,018.82
Services	5000-5999	4,381,184.00	128,463.78	808,024.55	281,513.61	596,541.67	205,777.09	226,093.34	98,319.90	287,643.73
Capital Outlay	6000-6999	122,990.00	—	—	93,708.00	31,373.35	7,612.68	5,206.00	(14,909.96)	—
Other Outgo	7000-7499	483,960.00	55,729.00	17,149.82	18,663.89	66,469.68	34,909.82	98,067.00	4,737.00	(190,088.68)
Interfund Transfers Out	7600-7629	411,268.72	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0.00	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		47,501,169.72	903,706.09	5,251,283.85	4,488,349.52	4,687,406.65	4,215,467.54	4,268,229.04	4,092,728.10	4,006,904.74
E. NET INCREASE/DECREASE (B - C + D)		(589,687.72)	5,707,930.19	(3,365,833.31)	159,007.50	(2,029,778.41)	(264,477.38)	6,700,715.46	(5,179,091.31)	(1,713,990.74)
F. ENDING CASH (A + E)			8,550,387.57	5,184,554.26	5,343,561.76	3,313,783.35	3,049,305.97	9,750,021.43	4,570,930.12	2,856,939.38
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report
Copy of 2019-20 2nd Interim MYP - COVID 19 assumptions
 Base Year 2019-20; Actuals Through the Month of March

Fund 01

Object Range	Budget/Beg. Balance	2020 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH	2,842,457.38	2,856,939.38	3,129,462.80	1,105,736.54	(763,371.77)	—	—	—	—
B. RECEIPTS									
LCFF Sources									
Principal Apportionment 8010-8019	27,574,960.00	3,723,768.00	1,778,489.00	1,778,489.00	3,610,901.47	0.00	—	27,574,961.47	(1.47)
Property Taxes 8020-8079	11,824,767.00	50,846.68	3,904,445.39	109,138.87	648,571.41	—	—	11,824,767.00	—
Miscellaneous Funds & LCFF Transfers 8080-8099	0.00	—	—	—	—	—	—	—	—
Federal Revenue 8100-8299	1,123,539.00	108,330.00	—	—	36,735.00	968,909.00	—	1,123,538.81	0.19
Other State Revenue 8300-8599	1,454,946.00	225,555.91	216,483.54	—	304,424.79	205,735.82	13,929.00	1,536,121.13	(81,175.13)
Other Local Revenue 8600-8799	4,933,270.00	370,079.74	231,753.19	565,940.22	565,941.63	—	—	4,920,332.77	12,937.23
Interfund Transfers in 8910-8929	0.00	—	—	—	—	—	—	—	—
All Other Financing Sources 8930-8999	0.00	—	—	—	—	—	—	—	—
TOTAL RECEIPTS	46,911,482.00	4,478,580.33	6,131,171.12	2,453,568.09	5,166,574.30	1,174,644.82	13,929.00	46,979,721.18	(68,239.18)
C. DISBURSEMENTS									
Certificated Salaries 1000-1999	22,747,949.00	2,221,721.81	2,166,049.58	2,159,236.79	218,588.27	—	—	22,479,095.38	268,853.62
Classified Salaries 2000-2999	7,329,471.00	692,244.90	642,362.91	636,881.03	387,948.99	—	—	7,227,808.88	101,662.12
Employee Benefits 3000-3999	10,712,585.00	1,034,092.69	1,019,341.93	1,017,050.29	128,457.96	—	—	10,544,920.84	167,664.16
Books and Supplies 4000-4999	1,311,762.00	36,221.31	85,910.32	56,400.33	8,007.73	—	—	1,311,762.00	—
Services 5000-5999	4,381,184.00	185,174.11	588,773.15	259,787.94	715,071.13	—	—	4,381,184.00	—
Capital Outlay 6000-6999	122,990.00	—	—	—	—	—	—	122,990.07	(0.07)
Other Outgo 7000-7499	483,960.00	94,386.82	5,051.67	16,927.10	261,956.88	—	—	483,960.00	—
Interfund Transfers Out 7600-7629	411,268.72	50,000.00	34,907.82	176,392.92	149,967.98	—	—	411,268.72	—
All Other Financing Uses 7630-7699	0.00	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS	47,501,169.72	4,313,841.64	4,542,397.38	4,322,676.40	1,869,998.94	—	—	46,962,989.89	538,179.83
E. NET INCREASE/DECREASE (B - C + D)	(589,687.72)	272,523.42	(2,023,726.26)	(1,869,108.31)	3,223,653.89	1,174,644.82	13,929.00	806,398.56	
F. ENDING CASH (A + E)		3,129,462.80	1,105,736.54	(763,371.77)	2,460,282.12	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								3,648,855.94	

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Cashflow Report
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 Base Year 2019-20; Actuals Through the Month of March

Fund 01

	Object Range	Budget/Beg. Balance	2019 July	August	September	October	November	December	2020 January	February
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	0.00	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	0.00	111,345.54	23,216.29	54,645.32	383,257.92	796,610.94	(5,607.20)	24,126.50	—
Due From Other Funds	9310	0.00	—	—	16,519.58	—	—	—	—	—
Stores	9320	0.00	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	0.00	261.09	—	—	—	—	—	—	—
Other Current Assets	9340	0.00	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0.00	—	—	—	—	—	—	—	—
SUBTOTAL		0.00	111,606.63	23,216.29	71,164.90	383,257.92	796,610.94	(5,607.20)	24,126.50	—
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	0.00	2,141,785.68	(331,070.26)	(301,108.43)	(198,946.23)	(310,808.61)	(233,171.24)	(184,869.60)	56,745.79
Due To Other Funds	9610	0.00	—	—	7,316.06	—	—	—	—	—
Current Loans	9640	0.00	(7,225,000.00)	—	—	—	—	—	3,612,500.00	—
Unearned Revenues	9650	0.00	—	—	—	—	—	—	3,698.81	—
Deferred Inflows of Resources	9690	0.00	—	—	—	—	—	—	—	—
SUBTOTAL		0.00	(5,083,214.32)	(331,070.26)	(293,792.37)	(198,946.23)	(310,808.61)	(233,171.24)	3,431,329.21	56,745.79
Nonoperating										
Suspense Clearing	9910	0.00	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		0.00	5,194,820.95	354,286.55	364,957.27	582,204.15	1,107,419.55	227,564.04	(3,407,202.71)	(56,745.79)
E. NET INCREASE/DECREASE (B - C + D)			(589,687.72)	5,707,930.19	(3,365,833.31)	159,007.50	(2,029,778.41)	(264,477.38)	6,700,715.46	(5,179,091.31)
F. ENDING CASH (A + E)				8,550,387.57	5,184,554.26	5,343,561.76	3,313,783.35	3,049,305.97	9,750,021.43	4,570,930.12
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										2,856,939.38

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Base Year 2019-20; Actuals Through the Month of March

Fund 01

	Object Range	Budget/Beg. Balance	2020 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	0.00	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	0.00	—	—	—	—	—	—	1,387,595.31	
Due From Other Funds	9310	0.00	—	—	—	—	—	—	16,519.58	
Stores	9320	0.00	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	0.00	—	—	—	—	—	—	261.09	
Other Current Assets	9340	0.00	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0.00	—	—	—	—	—	—	—	
SUBTOTAL		0.00	—	—	—	—	—	—	1,404,375.98	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	0.00	(107,784.73)	—	—	52,169.53	—	—	582,941.90	
Due To Other Funds	9610	0.00	—	—	—	—	—	—	7,316.06	
Current Loans	9640	0.00	—	3,612,500.00	—	—	—	—	—	
Unearned Revenues	9650	0.00	—	—	—	20,751.94	—	—	24,450.75	
Deferred Inflows of Resources	9690	0.00	—	—	—	—	—	—	—	
SUBTOTAL		0.00	(107,784.73)	3,612,500.00	—	72,921.47	—	—	614,708.71	
Nonoperating										
Suspense Clearing	9910	0.00	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS		0.00	107,784.73	(3,612,500.00)	—	(72,921.47)	—	—	789,667.27	
E. NET INCREASE/DECREASE (B - C + D)										
		(589,687.72)	272,523.42	(2,023,726.26)	(1,869,108.31)	3,223,653.89	1,174,644.82	13,929.00	806,398.56	
F. ENDING CASH (A + E)										
			3,129,462.80	1,105,736.54	(763,371.77)	2,460,282.12	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
									3,648,855.94	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: VII.3. MONTHLY MEASURE S BOND PROJECT STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through April 7, 2020?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

Prepared by: Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management						-		-		
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Management Salaries	802,914	283,629	-	1,086,543	1,086,563	(20)	849,435	237,128	Future	
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su	251,000	-	-	251,000	194,421	56,579	193,817	604	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty (1) (3) (4)	462,811	-	-	462,811	356,523	106,288	356,063	460	In Construction	IN PROGRESS
	1,762,706	313,029	-	2,075,735	1,912,068	163,668	1,656,427	255,640		
Brookside Elementary School						-		-		
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	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. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,134	105,122	1,285,134	-	Future	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1	3,648,750	-	-	3,648,750	326,920	3,321,830	326,920	-	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	10,640	560	Out for Bid	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
	5,100,817	46,313	-	5,147,129	1,720,177	3,426,952	1,719,617	560		
District Office						-		-		
19-17S District Office Emergency Generator	65,625	-	-	65,625	22,640	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	78,041	-	-	78,041	35,056	42,985	25,806	9,250		
District Wide						-		-		
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	-	270,374	103,812	166,562	72,445	31,367	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	196,266	(223)	Future	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
	8,203,902	46,719	-	8,250,621	8,080,102	170,519	8,048,957	31,144		
King James Court						-		-		
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	15,700	-	-	15,700	15,700	-	15,700	-		
Medea Creek Middle School						-		-		
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	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	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
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 (1) (3) (4)	4,964,569	528,254	-	5,492,823	4,647,633	845,190	1,391,347	3,256,286	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
	7,345,698	626,853	-	7,972,551	7,199,180	773,371	3,923,291	3,275,889		
Oak Hills Elementary School					-		-			
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	-	11,732	-	-	Future	
20-03S Innovation Lab OHES (1)	6,065	-	-	6,065	5,375	690	4,913	462	Future	
	777,674	53,440	54,800	885,914	599,960	285,954	599,324	636		
Oak Park High School					-		-			
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	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 (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-19S Art Court Phase II (1) (3) (4)	279,608	571	-	280,179	171,461	108,717	117,128	54,333	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	10,026	10,026	Future	
	1,531,083	(210,731)	-	1,320,352	1,136,953	183,399	1,072,594	64,359		
Oak Park Neighborhood School					-		-			
19-08S OPNS Arch Svcs for DSA Certific (2) (3)	189,285	-	274,054	463,339	30,453	432,886	30,453	-	In Close-Out	
	189,285	-	274,054	463,339	30,453	432,886	30,453	-		
Oak View High School					-		-			
19-26S Reno Bldg Ext at OVHS	175,000	-	-	175,000	142,100	32,900	5,320	136,780	Future	
	175,000	-	-	175,000	142,100	32,900	5,320	136,780		
Red Oak Elementary School					-		-			
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (4)	6,564,170	24,400	-	6,588,570	593,303	5,995,266	423,820	169,483	Future	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	
	6,841,732	1,379	-	6,843,111	841,586	6,001,524	672,103	169,483		
TECH					-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	-	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	-	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	(794)	-	17,206	17,206	-	17,206	-	Complete	Project complete



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-30S MCMS Library Computer Lab Refresh	47,000	-	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	-	31,500	26,882	4,618	26,882	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	-	18,981	18,981	-	18,981	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	-	6,000	5,148	852	5,148	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	-	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgm Grds 5-12	670,000	121,266	-	791,266	762,556	28,709	669,293	93,263	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2	243,400	7,935	-	251,335	251,335	(0)	251,335	-	Complete	BOARD APPROVED 6-4-19
19-24S Additional Security Cameras DW Phase 4	38,029	-	-	38,029	38,029	-	38,029	-	In Close-Out	
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	-	-	20,451	20,451	-	8,576	11,875	Future	
20-02S Interactive Flat Panel Displays for Element	15,000	-	-	15,000	-	15,000	-	-	Future	
	2,375,811	195,074	-	2,570,885	2,325,995	244,890	2,199,565	126,430		
Totals	34,397,449	1,072,074	328,854	35,798,377	24,039,330	11,759,048	19,969,158	4,070,171		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 21, 2020

SUBJECT: VII.4. MONTHLY GENERAL FUND BUDGET REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's General Fund operating budget through March 31st of the 2019-20 fiscal year?

BACKGROUND: In order to better monitor and manage its General Fund operating budget, the District set as a goal establishing a system to provide monthly progress reporting to Board of operating costs for large categories of budget expenditures. In meeting that goal, the Business Office has produced monthly budget reports from the District's financial system to serve as another tool to assist the both the Administration and Board in closely analyzing and managing the District's General Fund operating budget.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

Prepared by: Byron Jones, Director, Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2019/20 Through July 2019					
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rec'd
REVENUE DETAIL							
LCFF Revenue Sources							
8011-8019	LCFF State Aid	28,352,166.00	27,574,960.00		20,407,082.00	7,167,878.00	74.01%
8020-8079	Property Taxes	11,617,675.00	11,824,767.00		7,162,611.33	4,662,155.67	60.57%
	Total LCFF Revenue Sources	39,969,841.00	39,399,727.00		27,569,693.33	11,830,033.67	69.97%
Federal Revenues							
8100-8299	Federal Revenues	1,100,171.00	1,123,539.00		117,894.81	1,005,644.19	10.49%
Other State Revenues							
8300-8599	Other State Revenues	1,170,234.00	1,454,946.00		795,547.98	659,398.02	54.68%
Other Local Revenue							
8600-8799	Other Local Revenues	4,019,911.00	4,995,038.00		3,556,697.73	1,438,340.27	71.20%
	Total Year To Date Revenues	46,260,157.00	46,973,250.00		32,039,833.85	14,933,416.15	68.21%
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Rec'd
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	18,011,460.00	18,156,553.00	3,509,404.77	14,486,198.37	160,949.86	79.78%
1160	Certificated Salaries Stipends	396,182.00	477,593.00	106,008.98	271,806.02	99,778.00	56.91%
1200	Certificated Pupil Support Salaries	1,826,848.00	1,826,969.00	362,852.86	1,462,929.10	1,187.04	80.07%
1260	Counselor Stipend	.00	15,100.00	3,900.00	11,200.00	.00	74.17%
1300	Certificated Supervisors' & Administrators' Salaries	2,226,056.00	2,271,734.00	556,238.73	1,703,087.25	12,408.02	74.97%
	Total Certificated Salaries	22,460,546.00	22,747,949.00	4,538,405.34	17,935,220.74	274,322.92	78.84%
Classified Salaries							
2100	Classified Instructional Salaries	2,695,017.00	2,723,024.00	525,553.17	2,062,659.17	134,811.66	75.75%
2200	Classified Support Salaries	1,699,399.00	1,718,278.00	384,819.29	1,327,639.85	5,818.86	77.27%
2300	Classified Supervisors' & Administrators' Salaries	430,093.00	386,109.00	83,385.18	302,724.05	.23-	78.40%
2400	Clerical, Technical, & Office Staff Salaries	1,928,427.00	1,888,413.00	440,832.04	1,381,499.45	66,081.51	73.16%
2900	Other Classified Salaries	543,820.00	613,647.00	117,725.08	486,093.43	9,828.49	79.21%
	Total Classified Salaries	7,296,756.00	7,329,471.00	1,552,314.76	5,560,615.95	216,540.29	75.87%
Employee Benefits							
3100	State Teachers' Retirement System	3,679,833.00	3,839,313.00	776,530.07	3,010,743.79	52,039.14	78.42%
3200	Public Employees' Retirement System	1,110,970.00	1,010,663.00	224,770.75	749,594.14	36,298.11	74.17%
3400	Health & Welfare Benefits	4,470,925.00	4,562,875.00	893,248.52	3,640,241.46	29,385.02	79.78%
3300-3900	All Other Statutory Costs	1,357,637.00	1,299,734.00	258,999.40	979,491.27	61,243.33	75.36%
	Total Employee Benefits	10,619,365.00	10,712,585.00	2,153,548.74	8,380,070.66	178,965.60	78.23%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	377,429.00	338,805.00	2,553.41	260,493.34	75,758.25	76.89%
4200	Other Books and Reference Material	22,883.00	93,075.00	9,647.19	51,216.67	32,211.14	55.03%
4300	Materials & Supplies	658,012.00	707,299.00	188,913.44	402,978.16	115,407.40	56.97%
4400	Noncapitalized Equipment	270,510.00	172,583.00	649.64	446,755.45	274,822.09-	258.86%
	Total Books and Supplies	1,328,834.00	1,311,762.00	201,763.68	1,161,443.62	51,445.30-	88.54%
Services and Other Operating Expenditures							
5200	Travel and Conference	126,231.00	207,029.00	17,757.14	115,440.16	73,831.70	55.76%
5300	Dues and Memberships	39,625.00	43,392.00	103.99	39,811.74	3,476.27	91.75%
5400	Insurance	266,842.00	403,653.00	.00	403,653.00	.00	100.00%

5500	Operations & Housekeeping Services	724,411.00	702,625.00	242,326.35	384,951.69	75,346.96	54.79%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	423,873.00	430,139.00	78,564.68	337,809.39	13,764.93	78.53%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,888,315.00	2,268,482.00	422,815.44	1,374,501.25	471,165.31	60.59%
5899	Legal Fees	192,346.00	192,346.00	123,910.51	78,217.49	9,782.00-	40.66%
5900	Telephone and Communications	121,669.00	133,518.00	27,832.96	83,167.06	22,517.98	62.29%
Total Services and Other Operating Expenditures		3,783,312.00	4,381,184.00	913,311.07	2,817,551.78	650,321.15	64.31%
Capital Outlay							
6000	Capital Outlay	310,542.00	122,990.00	.00	122,990.07	.07-	100.00%
Tuition							
7100	Tuition	367,703.00	406,357.00	.00	142,544.00	263,813.00	35.08%
Debt Service							
7438	Debt Service - Interest	18,373.00	18,373.00	3,660.93	10,982.76	3,729.31	59.78%
7439	Debt Service - Principal	59,230.00	59,230.00	10,856.89	46,497.59	1,875.52	78.50%
Total Debt Service		77,603.00	77,603.00	14,517.82	57,480.35	5,604.83	74.07%
Total Year To Date Expenditures		46,244,661.00	47,089,901.00	9,373,861.41	36,177,917.17	1,538,122.42	76.83%

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Rec'd
OTHER FINANCING USES									
Interfund Transfers Out									
7611	From General to Child Development Fund	.00	.00	.00	.00	.00	.00	.00	0.00%
7612	Transfer General Fund to/from Special Reserve Fund	54,914.00	54,914.00	.00	.00	.00	.00	54,914.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	50,000.00	.00	.00	50,000.00	.00	.00	100.00%
Total Interfund Transfers Out		104,914.00	104,914.00	.00	.00	50,000.00	54,914.00	.00	47.66%
Total Year To Date Other Financing Uses		104,914.00	104,914.00	.00	.00	50,000.00	54,914.00	.00	47.66%

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% Rec'd
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	46,260,157.00	46,973,250.00		32,039,833.85	14,933,416.15	68.21%
	B. Expenditures	46,244,661.00	47,089,901.00	9,373,861.41	36,177,917.17	1,538,122.42	76.83%
	C. Subtotal (Revenues LESS Expense)	15,496.00	116,651.00-		4,138,083.32-	13,395,293.73	
	D. Other Financing Sources & Uses						
	Source						
	LESS Uses	104,914.00	104,914.00		50,000.00	54,914.00	47.66%
	E. Net Change in Fund Balance	89,418.00-	221,565.00-		4,188,083.32-	13,340,379.73	
	F. Fund Balance						
	Beginning Balance (9791)	878,078.00	671,661.00		671,661.36		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	878,078.00	671,661.00		671,661.36		
	G. Calculated Ending Balance	788,660.00	450,096.00		3,516,421.96-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	788,660.00	450,096.00				
	Other				9,373,861.41		