

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #981

DATE: August 20, 2019

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

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

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

BOARD OF EDUCATION

Denise Helfstein, President

Barbara Laifman, Vice President

Allen Rosen, Clerk

Drew Hazelton, Member

Derek Ross, Member

Anna Stephens, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Ragini Aggarwal, Executive Assistant

Adam Rauch, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Dr. Jay Greenlinger, Director Curriculum and Instruction

Enoch Kwok, Director, Educational Technology & Information Systems

Susan Roberts, Director, Pupil Services

Stewart McGugan, Director, Student Support and School Safety

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

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

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

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

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

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

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

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

NEXT REGULAR MEETING

Tuesday, September 17, 2019

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Oak Park Unified School District Website Home Page: <http://www.opusd.org/>

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #981
August 20, 2019**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. SUPERINTENDENT’S GOALS

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

C. PUBLIC EMPLOYEE EMPLOYMENT: Campus Supervisor Temp, Campus Supervisors, Instructional Assistants I Literacy & Numeracy, Instructional Assistant I Math, Instructional Assistant I Music, Instructional Assistant I Reading Temp, Instructional Assistant I Reading, Instructional Assistant I DK, Instructional Assistant II Special Ed Subs, Instructional Assistant II Special Ed, Extended Care Site Leader, Food Service Assistant 1, Food Service Assistant I Sub, Health Technician Temp, Instructional Assistants III Behavior Temp, Instructional Assistants III Behavior, Walk on Coaches, Department Secretary Curriculum and Instruction, College and Center Technician, Special Education Teachers, High School Teacher - English, Secondary Counselor

D. CONFERENCE WITH LABOR NEGOTIATOR

Agency designated representatives: Leslie Heilbron and Adam Rauch
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Partners in Education Award to Maryam Salour
2. Presentation of Partners in Education Award to Carmela Barbieri
3. Remarks from Board Members
4. Introduction and Report from Student Board Member
5. Remarks from Superintendent
6. Report from Oak Park Education Foundation
7. Report from Oak Park Municipal Advisory Council

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting June 18, 2019, Special Board Meeting July 29, 2019, and Special Board Meeting – Board Retreat, July 29, 2019](#)

Board Bylaw 9324 requires Board approval of minutes from previous meetings

- b. [Public Employee/Employment Changes 01CL24268-01CL242323 & 01CE09552-01CE09630](#)

Board approval required for public employee employment and changes

- c. [Approve Purchase Orders – July 1 – July 31, 2019](#)

Board Policy 3300 requires Board approval of Purchase Orders

- d. [Approve Overnight Trip for Oak Park High School Speech and Debate Team – September 21-22, 2019 – Long Beach, CA](#)

Board Policy 6153 requires Board approval for student overnight trips

- e. [Approve Disposal of Surplus Equipment for Student Nutrition Program](#)

Per provisions of Education Code 17545, the Board must approve disposal of obsolete and surplus equipment and property

- f. [Approve Student Teaching Agreement with Pacific Oaks College](#)

Board policy 3312 requires Board approval for contracts for services

- g. [Approve Quarterly Report on Williams Uniform Complaints – July 2019](#)

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

- h. [Approve Designation of District Representatives to the Ventura County Schools Self-Funding Authority](#)

Board approval required to designate representatives to Ventura County Schools Self-Funding Authority

- i. [Approve Notice of Completion, Project 19-12F, Running Track at Oak Hills Elementary School](#)

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

- j. [Accept DSA Certification and Close of File for Project 17-35S Kitchen Improvements at Medea Creek Middle School](#)

Board is asked to accept DSA certification and project completion

ACTION

2. BUSINESS SERVICES

a. Discussion on the 2019-2020 Budget

The board will hold a discussion regarding assumptions and projections impacting the 2019-2020 budget

b. Discussion and Approval on Supervisor Parks' Request to Continue Funding the Kanan Shuttle for 2019-2020

The Board will hold a discussion regarding the request to continue funding the Kanan Shuttle

c. Discussion on Measure S Bond Priority Projects Plan and Related Funding Issues

The Board will hold a discussion regarding updates to the Measure S Master Plan and will be presented with a revised project plan scenario

d. Approve Annual Purchasing Agreement Between OPUSD and Softchoice for the California Microsoft Strategic Alliance (CAMSA 2.0)

Board Policy 3312 requires Board approval for contracts for services

e. Approve Contract with Spectrum for OPUSD's Secondary ISP Circuit

Board Policy 3312 requires Board approval for contracts for services

f. Ratify Award of Contracts for Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School

Board Policy 3312 requires Board approval for contracts for services

g. Ratify Award of Contracts for Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School

Board Policy 3312 requires Board approval for contracts for services

h. Ratify Award of Contracts for Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School

Board Policy 3312 requires Board approval for contracts for services

i. Ratify Award of Contracts for Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School

Board Policy 3312 requires Board approval for contracts for services

j. Authorize and Ratify Award of Contracts for Measure S Project 19-20S, Installation of Flooring Kindergarten Classroom at Oak Hills Elementary School

Board Policy 3312 requires Board approval for contracts for services

k. Authorize and Ratify Award of Contracts for Measure S Project 19-21S, Upper Field Chain Link Fencing and Gates at the District Office

Board Policy 3312 requires Board approval for contracts for services

l. Approve Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School

Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4

m. Approve Change Order 1, Measure S Project 19-15S, Shade Sails Installation at Medea Creek Middle School with Got Shade

Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4

n. Approve Notice of Completion, Measure S Project 19-15S, Shade Sails Installation at Medea Creek Middle School

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

o. Approve Notice of Completion, Measure S Project 19-20S, Installation of Flooring Kindergarten Classroom at Oak Hills Elementary School

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

- p. [Approve Notice of Completion, Measure S Project 19-21S, Upper Field Chain Link fencing and Gates at the District Office](#)

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

- q. [Ratify Award of Contracts for Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak Elementary School](#)

Board Policy 3312 requires Board approval for contracts for services

- r. [Approve Disposal of Obsolete or Surplus Technology Equipment](#)

Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment and property

- s. [Authorize Measure S Project 19-22S King James Court Debris Clearance and Approve Award of Contract](#)

Board approval required for projects funded by Measure S Bond fund

- t. [Authorize Measure S Project 19-23S Oak Park High School Tennis Courts Resurfacing and Approve Award of Contract](#)

Board approval required for projects funded by Measure S Bond fund

3. CURRICULUM AND INSTRUCTION

- a. [Approve Staff Development Agreement With Reading And Writing Project Network, LLC.](#)

Board Policy 3312 requires Board approval for contracts for services

4. HUMAN RESOURCES

- a. [Approve 2019-2020 Declaration of Need for Fully Qualified Educators](#)

Commission on Teacher Credentialing requires certification of Board approval on Declaration of Need for Fully Qualified Educators

- b. [Approve Consolidated Application and Reporting System \(Cars\) Part II– 2019-2020](#)

Board approval required for Consolidated Application and Reporting System

- c. [Authorize Extended Care Program for Oak Park Neighborhood School, and Approve Position of Preschool Assistant – Extended Care and Related Job Description and Salary Schedule Placement](#)

Board approval required to establish new classified service position

5. BOARD

- a. [Approve Proposed Board Meeting Schedule for the 2019-2020 School Year](#)

Board approval required for Board meeting schedule for the 2019-2020 School Year

- b. [Approve Board Goals for 2019-2020](#)

Board approval required for 2019-2020 Board Goals

- c. [Approve Revised 2019 Governance Handbook](#)

Board approval required for 2019 Governance Handbook

- d. [Review, Amend, and Approve 2019-2020 Moral Imperatives and District Goals](#)

Board review and approval required for the 2019-20 Moral Imperative and Goals which were discussed at the July 2019 Board Retreat

6. BOARD POLICIES

- a. [Approve Adoption of Board Policy – 3515.21 Unmanned Aircraft Systems \(Drones\) – First Reading](#)

New Board Policy addresses strategies for avoiding disruption and maintaining the safety,

security, and privacy of individuals when the district grants permission for a person or entity to operate an unmanned aircraft system (drone) on or over district property. Policy reflects federal regulations and Federal Aviation Administration guidance, and provides that the district shall only grant permission if the planned activity supports the district's own instructional, co-curricular, extracurricular, or operational purposes.

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

Board Policy updated to delete references to the Open Enrollment Act since schools are not currently being identified as low achieving based on the Academic Performance Index, update legal cites, and clarify the continuing requirement to register as a school district of choice with the Superintendent of Public Instruction and county board of education before enrolling students under that program. Regulation updated to reflect NEW LAW (AB 2826) which adds a requirement, applicable to districts that have entered into interdistrict attendance agreements, to post on their web site the procedures and timelines for requests for interdistrict transfer permits. Regulation also reflects timelines added by AB 2826 for notifying parents/guardians of the district's granting or denial of the transfer request, which differ for current-year and future-year transfer requests, and for the parent/guardian's appeal of the district's decision to the county office of education. In section on "School District of Choice Program," material deleted regarding the denial of a transfer into the district based on a negative impact on a desegregation plan or the racial/ethnic balance of the district, as such grounds are only applicable to transfers out of the district.

c. Approve Amendment to Board Policy - 5127 Graduation Ceremonies and Activities – First Reading

Board Policy updated to provide optional language providing that passage of any of the three high school equivalency tests approved by the State Board of Education is not equivalent to completing all graduation requirements for participation in graduation ceremonies. Option for student-initiated, student-led prayer at graduation ceremonies deleted consistent with court decisions which suggest that such prayer could be unconstitutional. Policy also reflects NEW LAW (AB 1248) which permits students to wear tribal regalia or recognized religious or cultural adornments to the cap and gown, unless the district determines that an item is likely to cause substantial disruption of the ceremony.

d. Approve Adoption of Administrative Regulation - 5131.41 Use of Seclusion and Restraint – First Reading

New Administrative Regulation added to reflect NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and provides that seclusion and restraint may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others if that behavior cannot be immediately prevented by a less restrictive response. Regulation specifies the conditions for such use, reporting requirements, and a list of seclusion and behavioral techniques that are always prohibited.

e. Approve Amendment to Board Bylaw and Exhibit - 9323.2 Actions by the Board – First Reading

Board Bylaw updated to reference the timelines by which a civil action may be filed to determine the applicability of the Brown Act to past board actions, and to clarify the circumstances under which a board action cannot be invalidated. Exhibit 1 updated to consolidate several items related to siting a community day school on an existing school site, add board action to respond to an emergency facilities condition without giving notice for bids to let contracts (requiring two-thirds vote for three-member boards, or four-fifths vote for five-member and seven-member boards), and reflect NEW LAW (AB 2249) which amends the threshold requirements for public works projects bid pursuant to the Uniform Public Construction Cost Accounting Act. Section on "Actions Requiring a Unanimous Vote of the Board" updated to

further explain the ability to authorize the use of day labor or force account and/or waive the competitive bid process when the board determines that an emergency exists. Exhibit 2 contains minor revision for clarity.

VII. INFORMATION ITEMS

1. [Monthly Cash Flow Report](#)
2. [Monthly Measure S Status Report](#)
3. [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 6-18-19 #978
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 5:10 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

None

STAFF PRESENT

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

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

Board President, Denise Helfstein reported that in Closed Session the Board would be discussing:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. SUPERINTENDENT EVALUATION

C. PUBLIC EMPLOYEE EMPLOYMENT: Student Interns, Instructional Assistants I
Reading, Walk on Coaches, Accounting Assistant I, Elementary Teacher, Middle School Teacher

The Board adjourned to Closed Session at 5:10 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 6:15 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Gavin Cornick, Student Board Member

STAFF PRESENT

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

FLAG SALUTE

Jay Greenlinger led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President, Denise Helfstein reported that in closed session the Board took no action.

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

PUBLIC SPEAKERS

Sue Dermott public speaker and parent of Oak Park High School student on non-agenda item regarding National Honor Society program at Oak Park High School

Beth Zeolla public speaker and parent of Oak Park High student on non-agenda item regarding concerns related to math instruction, PE policy and how it impacts students who play a sport in 9th grade, she also felt that the High School students need to be better trained in event of active shooter situation. Ms. Zeolla also expressed her concerns regarding the snack shack and that it has been not up to code for a really long time before it was shut down by the health department

PRESENTATIONS AND RECOGNITIONS

The Board recognized Sam Dudley, Big Sunday Chair and Brianna Adams the outgoing Oak Hills PTA President, with the Partners in Education Award.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen thanked Martin Klauss, for his service and wished him well on his retirement.

Board Member Drew Hazelton reported that he attended the culminations and graduations and really enjoyed being a part of them

Board Member Derek Ross thanked Martin for his service and wished everyone a happy summer.

Board Member Barbara Laifman thanked Martin for his many years of service and reported that she attended the awards ceremony at the high school, and also the game and movie night.

Denise Helfstein reported that she attended the graduations and culmination and the OPHS art show, PFA meeting, the OPHS Senior Awards, MCMS 8th Grade awards and the OPNS end of year concert.

Superintendent Tony Knight thanked Lisa Nilles for her service and wished her well. Dr. Knight also reminded everyone to read the Full Cicada Moon, which has been selected as the community-wide read. The community book talk will be held on Oct 1 and Dr. Knight mentioned that he had provided the Oak Park library with several copies.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Vicki Raven provided a summer school enrollment update. Vicki also mentioned the upcoming events and activities which are being planned by the board members and committee of OPEF.

REPORT FROM OAK PARK ADVISORY COUNCIL

Jane Nye, the MAC liaison to OPUSD, provided a report on matters that the MAC is considering

PRESENTATIONS

Sara Ahl, Director of Extended Care Program provided an update on the program.

B.1. CONSENT AGENDA

On motion of Barbara Laifman, 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 May 14, 2019 and Special Board Meeting June 4, 2019](#)
- b. [Public Employee/Employment Changes 01CL24182-01CL24267 & 01CE09512-01CE09551](#)
- c. [Approve Purchase Orders – May 1 – May 31, 2019](#)
- d. [Ratify Overnight Trip for Oak Park High School Boys Basketball Team to Attend Summer Tournament at UC San Diego, CA – June 14-16, 2019](#)
- e. [Approve Overnight Trip for Oak Park High School Cross Country Team to Attend the Summer Conditioning at Mammoth Lakes, CA - July 21-26, 2019](#)
- f. [Approve Overnight Trip for Oak Park High School ASB to Attend Summer Retreat at Pacific Palisades, CA - August 3-4, 2019](#)
- g. [Approve Renewal Agreement with School Services of California for Fiscal Information Services](#)
- h. [Approve Facility Use By Religious Organization](#)
- i. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- j. [Approve Disposal of Obsolete or Surplus Technology Equipment](#)
- k. [Approve Designation of the 2019-20 District/School Representative to California Interscholastic Federation Leagues](#)
- l. [Approve Renewal Agreement with Interquest Detection Canines for Services at Oak Park High School, Oak View High School, and Medea Creek Middle School](#)
- m. [Approve Notice of Completion, Project 17-03R, Art Court Facility Improvements at Oak Park High School](#)
- n. [Approve Notice of Completion, Project 19-05S, Emergency Trellis and Beam Removal at Medea Creek Middle School](#)
- o. [Approve Notice of Completion, Project 19-06S, Interactive Flat Panel Display Refresh/Replacement at Oak Hills Elementary School](#)
- p. [Approve Resolution No. 19-14, Appropriation and Budgeted Transfers Fiscal Year 2019-20](#)
- q. [Approve Resolution No. 19-15, Temporary Loans Between District Funds for Fiscal Year 2019-20](#)
- r. [Approve Resolution No. 19-16, Year End Budget and Interfund Transfers for Fiscal Year 2018-19](#)
- s. [Approve Resolution No. 19-17, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2019](#)
- t. [Approve Contract for Non-Public School and Residential Placement Services for Special Education Student #6-18/19](#)
- u. [Approve Contract for Non-Public Agency Services for Special Education Student #7-18/19](#)
- v. [Approve Renewal Agreement with Ventura County Office of Education For 2019-20 Escape Financial and Payroll/Personnel System Services](#)
- w. [Certify 2018-19 Annual Attendance Report](#)

- x. [Approve Mass Communications Service Agreement with Parent Square Inc. for 2019-2020](#)

B2. BUSINESS SERVICES

- a. [Approve the 2019-20 Oak Park Unified School District Local Control and Accountability Plan](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the 2019-20 Oak Park Unified School District Local Control and Accountability Plan. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- b. [Approve the 2019-20 Oak Park Unified School District Annual Budget](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the 2019-20 Oak Park Unified School District Annual Budget with the understanding that staff will be bringing a revised budget once the enrollment numbers are better known in August/September 2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

The Board also asked staff to figure out a way to track time spent by employees on work done as part of their positions being funded by Measure S.

- c. [Approve 2019-20 Employee Health Benefit Plans](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the 2019-20 Employee Health Benefit Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- d. [Approve Stipends for Oak Park High School Spring 2019 Post Season Athletics](#)

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Stipends for Oak Park High School Spring 2019 Post Season Athletics. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- e. [Authorize Measure S Project 19-09S, Modular Classrooms at Oak Hills Elementary School and Approve Related Architectural Services Agreement](#)

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education authorized Measure S Project 19-09S, Modular Classrooms at Oak Hills Elementary School and approved Related Architectural Services Agreement. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- f. [Authorize Measure S Project 19-10S, Collaborative Furniture Districtwide and Ratify Related Purchase Contracts](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education authorized Measure S Project 19-10S, Collaborative Furniture Districtwide and ratified Related Purchase Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- g. [Accept DSA Certification and Close of Project 17-03R, Art Court Facility Improvement at Oak Park High School](#)

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education accepted DSA Certification and Close of Project 17-03R, Art Court Facility Improvement at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- h. [Approve Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project #18-18S, Modular Classrooms at Brookside Elementary School](#)

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved Change Order 1, Architectural and Engineering Services Agreement with CRATE

Modular, Inc., for Measure S Project #18-18S, Modular Classrooms at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

i. [Approve Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project #18-21S, Modular Classrooms at Medea Creek Middle School](#)

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project #18-21S, Modular Classrooms at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

j. [Authorize Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School and Delegate Authority to the Superintendent to Award Related Contracts](#)

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School and delegated Authority to the Superintendent to Award Related Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

k. [Authorize Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School and Delegate Authority to the Superintendent to Award Related Contracts](#)

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education authorized Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School and delegated Authority to the Superintendent to Award Related Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

l. [Authorize Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School, and Delegate Authority to the Superintendent to Award Related Contracts](#)

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education authorized Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School, and delegated Authority to the Superintendent to Award Related Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

m. [Authorize Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School, and Delegate Authority to the Superintendent to Award Related Contracts](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education authorized Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School, and delegated Authority to the Superintendent to Award Related Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B3. CURRICULUM

a. [Approve Medea Creek Middle School 6-8 Grade Science/NGSS Curriculum Adoption](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Medea Creek Middle School 6-8 Grade Science/NGSS Curriculum Adoption. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

b. [Approve Medea Creek Middle School 6-8 Grade Social Studies Curriculum Adoption](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Medea Creek Middle School 6-8 Grade Social Studies Curriculum Adoption. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- c. [Review and Discuss the Math Placement Protocols, Pathways, and Information Provided to Parents and Students about Math Placement in 6th through 12th Grade at Oak Park USD](#)

The Board reviewed the math placement protocols and the website.

- d. [Approve Agreement with Ventura County Office of Education to Provide OPUSD with Support Staff Services in the Mathematics California State Standards](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Agreement with Ventura County Office of Education to Provide OPUSD with Support Staff Services in the Mathematics California State Standards. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- e. [Review Oak View High School's Annual Alternative School Report for 2019](#)

The Board reviewed Oak View High School's Annual Alternative School Report for 2019

B4. HUMAN RESOURCES

- a. [Redesignate the Position of Director of Sustainability, Maintenance and Operations as Director of Bond Programs, Sustainability, Maintenance and Operations and Approve the Revised Job Description and Associated Salary Schedule](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Redesignation of the Position of Director of Sustainability, Maintenance and Operations as Director of Bond Programs, Sustainability, Maintenance and Operations and approve the Revised Job Description and Associated Salary Schedule. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B5. BOARD

- a. [Approve Oak Park Independent School's Revised 2019-2020 School Handbook/Discipline Plan for Grades 6-12](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Oak Park Independent School's Revised 2019-2020 School Handbook/Discipline Plan for Grades 6-12. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- b. [Approve Resolution No. 19-18 Advocacy of Support of Ventura County Public Schools](#)

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Resolution No. 19-18 Advocacy of Support of Ventura County Public Schools. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- c. [Approve Certification of Signatures for 2019-20 School Year](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Certification of Signatures for 2019-20 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- d. [Approve California School Board Association Membership Dues \(\\$8,660\) and Education Alliance Membership Dues \(\\$2,165\)](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved California School Board Association Membership Dues (\$8,660) and Education Alliance Membership Dues (\$2,165). Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – 0. Barbara Laifman recused herself due to having a remote interest on account of her being an employee of CSBA.

B6. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation - 1312.3 Uniform Complaint Procedures – First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Amendment to Administrative Regulation and Exhibit - 1312.4 Williams Uniform Complaint Procedures – First Reading

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Amendment to Administrative Regulation and Exhibits 1312.4 – Williams Uniform Complaint Procedures as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

c. Approve Amendment to Board Policy and Administrative Regulation - 3100 Budget – First Reading

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3100 – Budget as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

d. Approve Amendment to Board Policy and Administrative Regulation - 3260 Fees and Other Charges – First Reading

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3260 – Fees and Other Charges as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

e. Approve Amendment to Board Policy and Administrative Regulation - 3515.4 Recovery for Property Loss or Damage– First Reading

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3515.4 – Recovery for Property Loss or Damage as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On motion of Derek Ross, seconded by Barbara Laifman there being no further business before this Board, the Regular meeting is declared adjourned at 9:30 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

MINUTES OF SPECIAL BOARD MEETING 7-29-19 #979
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the special meeting to order at 5:07 p.m. at the Oak Park Unified School District, Conference Room, 5801 Conifer Street, Oak Park, California.

BOARD PRESENT

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

BOARD ABSENT

Mr. Drew Hazelton, Member,

STAFF PRESENT

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron Assistant Superintendent Human Resources, Mr. Adam Rauch, Assistant Superintendent, Business and Administrative Services, Dr. Jay Greenlinger, Director Curriculum and Instruction, Mr. Stew McGugan, Director Student Support and School Safety, Ms. Susan Roberts, Director of Pupil Services, Mr. Enoch Kwok, Director of Information Technology, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance, and Operations, and Ms. Ragini Aggarwal, Executive Assistant

FLAG SALUTE

Denise Helfstein led the Pledge of Allegiance to the Flag

PUBLIC SPEAKERS

None

A. BUSINESS SESSION

ACTION

BUSINESS SERVICES

a. Approve Renewal of Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program for 2019-2020

On motion of Derek Ross, seconded by Barbara Laifman the Board of Education approved the Renewal of Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program for 2019-2020. Motion carried Aye: Helfstein, Laifman, Rosen, Ross. No - 0. Absent – Hazelton.

b. Approve Purchase Of GoGuardian Licenses and the California Data Privacy Agreement Associated with GoGuardian to be Funded Jointly from Measure S Bond Fund and the General Fund

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Purchase Of GoGuardian Licenses and the California Data Privacy Agreement Associated with GoGuardian to be Funded Jointly from Measure S Bond Fund and the General Fund. Motion carried Aye: Helfstein, Laifman, Rosen, Ross. No - 0. Absent – Hazelton.

c. **Approve Response to Grand Jury Report – School Implementation of Sex Education Programs**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Response to Grand Jury Report – School Implementation of Sex Education Programs. Motion carried Aye: Helfstein, Laifman, Rosen, Ross. No - 0. Absent – Hazelton.

There being no further business before this Board, the Board adjourned the meeting at 5:23 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD RETREAT MEETING 7-29-9
BOARD OF EDUCATION**

#980

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the special meeting to order at 5:24 p.m. at the Oak Park Unified School District, Conference Room, 5801 Conifer Street, Oak Park, California.

BOARD PRESENT

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

BOARD ABSENT

Mr. Drew Hazelton, Member,

STAFF PRESENT

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron Assistant Superintendent Human Resources, Mr. Adam Rauch, Assistant Superintendent, Business and Administrative Services, Dr. Jay Greenlinger, Director Curriculum and Instruction, Mr. Stew McGugan, Director Student Support and School Safety, Ms. Susan Roberts, Director of Pupil Services, Mr. Enoch Kwok, Director of Information Technology, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance, and Operations, and Ms. Ragini Aggarwal, Executive Assistant

FLAG SALUTE

Denise Helfstein led the Pledge of Allegiance to the Flag

PUBLIC SPEAKERS

None

DISCUSSION

The Board reviewed and amended the 2019-2020 Moral Imperatives and District Goals

The Board reviewed and discussed the 2018-2019 Board Self Evaluation

The Board reviewed and amended the Board Goals for 2019-20

The Board reviewed and amended the 2019-2020 Governance Handbook

There being no further business before this Board, the Board adjourned the meeting at 8:14 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24268	Hai Hong Lac	Campus Supervisor	8/6/2019	General/PTA	\$16.58	BES
CL24269	Magarite (Willow) Zeman	Campus Supervisor	8/6/2019	General/PTA	\$15.68	BES
CL24270	Paula Friedman	College/Career Center Technician	8/5/2019	General	\$23.29	OPHS
CL24271	Melissa Curtis	Department Secretary Curriculum & Instruction	8/1/2019	Fund 120	\$22.93	DO
CL24272	Morgan Stock	Extended Care Site Leader	8/5/2019	Fund 120	\$25.65	MCMS
CL24273	Kerrie Bjerkaas	Food Service Assistant I	8/6/2019	Fund 130	\$16.58	BES
CL24274	Shelly Freed	Food Service Assistant I Sub	8/6/2019	Fund 130	\$15.67	DO
CL24275	Mahvash Ataei	Health Technician Temp	8/6/2019	General	\$22.06	OPHS
CL24276	Barbara Appell	Instructional Assistant I - DK	8/6/2019	PTA/General	\$19.24	ROES
CL24277	Jordyn Solny	Instructional Assistant I - K TEMP	8/6/2019	General	\$16.20	ROES
CL24278	Christina Reszneky	Instructional Assistant I - Literacy & Numeracy	8/6/2019	OPEF	\$19.24	BES
CL24279	Danielle Vigliotti	Instructional Assistant I - Literacy & Numeracy	8/6/2019	OPEF	\$20.37	ROES
CL24280	Robert Acosta	Instructional Assistant I - Math	8/6/2019	PTA	\$16.20	OHES
CL24281	Stacy McClamma	Instructional Assistant I - Music	8/6/2019	PFA	\$20.37	ROES
CL24282	Jacob Hershko	Instructional Assistant I - Reading	8/6/2019	General	\$16.20	OHES
CL24283	Katie Lague	Instructional Assistant I - Reading (temp)	8/6/2019	General	\$20.37	OHES
CL24284	Sarah Gallo	Instructional Assistant II SpEd	8/6/2019	Special Ed	\$18.54	OPHS
CL24285	Ryan Anderson	Instructional Assistant II SpEd	8/6/2019	Special Ed	\$17.52	BES
CL24286	Perri Armstrong	Instructional Assistant II SpEd	8/6/2019	Special Ed	\$20.81	ROES
CL24287	Olivia Starks	Instructional Assistant II SpEd - SUB	8/6/2019	Special Ed	\$17.52	ROES
CL24288	Melissa Goodwin	Instructional Assistant II SpEd - SUB	8/8/2019	Special Ed	\$17.52	DO
CL24289	Edgar Flores	Instructional Assistant III - Behavior	8/6/2019	Special Ed	\$23.65	OHES
CL24290	Kristen Claeys	Instructional Assistant III - Behavior	8/6/2019	Special Ed	\$19.84	ROES
CL24291	Erika DeLeon	Instructional Assistant III - Behavior (TEMP)	8/6/2019	Special Ed	\$21.05	ROES
CL24292	David Garcia	Campus Supervisor TEMP	8/6/2019	General	\$15.67	OPHS
CL24293	Shaun Crespi	Walk-On-Coach - Not to Exceed \$3,500.00	8/6/2019	Coaches, Athletics	TBD	OPHS
CL24294	Aisha J Pittmon	Walk-On-Coach - Not to Exceed \$3,500.00	8/6/2019	Coaches, Athletics	TBD	OPHS
CL24295	Daniella Villano	Walk-On-Coach - Not to Exceed \$3,500.00	8/6/2019	Coaches, Athletics	TBD	OPHS

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24296	Robert Violette	Custodian/Rover - Medical LOA	6/20/2019	General	\$23.65	DO
CL24297	Guillermina Perez	Accounting Assistant III from Accounting Assistant II	7/1/2019	General	\$28.24	DO
CL24298	Julie St Amand	Accounting Assistant II from Dept Secretary Curriculum & Instruction	7/1/2019	General	\$26.63	DO
CL24299	Kristin McNeely	Behaviorist decrease of hours to .750 FTE	8/1/2019	Special Ed	\$58.76	DO

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24300	Kristin McNeely	Behaviorist LOA Medical	8/2/2019	Special Ed	\$58.76	DO
CL24301	Ryan Mayhew	Behaviorist Increase of hours to 1.0 FTE through 12.2019	8/3/2019	Special Ed	\$58.76	DO
CL24302	Norma Jimenez	Food Service Assistant I - From Sub to Regular	8/6/2019	Fund 130	\$16.58	BES
CL24303	Maureen Young	Food Service Assistant I - Site Change to BES/Rover	8/6/2019	Fund 130	\$19.72	BES/ Rover
CL24304	Sahire Shahbaz	Food Service Assistant I - From Sub to Regular	8/6/2019	Fund 130	\$16.58	MCMS
CL24305	Kylie Kelleher	Instructional Assistant II SpEd Increase in hours + add'l Site	8/6/2019	Special Ed	\$19.84	BES/ MCMS
CL24306	Rachel Fishbach	Instructional Assistant III - Behavior Reduced Hours	8/6/2019	Special Ed	\$19.84	OPHS
CL24307	Madison Davis	Instructional Assistant II SpEd From IA II Extended Care	8/6/2019	Special Ed	\$18.54	OPHS
CL24308	Allison Bellefontaine	IA III - Certified Deaf Interpreter Site Change	8/6/2019	Special Ed	\$29.05	MCMS

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24309	Nicolas Viecco	Extended Care Assistant Site Leader	7/18/2019	Resignation	\$17.19	MCMS
CL24310	Vaishali Yadav	Instructional Assistant II SpEd	7/15/2019	Resignation	\$22.06	BES
CL24311	Janet Brown	Instructional Assistant II SpEd	7/15/2019	Resignation	\$22.06	ROES
CL24312	Jodie Reiss	Instructional Assistant III - ELL	7/16/2109	Resignation	\$24.73	ROES
CL24313	Ulalia Martinez	Campus Supervisor	7/18/2019	Resignation	\$18.60	BES
CL24314	Meena Zulmai	Campus Supervisor	7/18/2019	Resignation	\$18.60	BES
CL24315	Alexandra Fragoso	Extended Care Site Leader	7/24/2019	Resignation	\$20.51	MCMS

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24316	Ilaine Davidson	Instructional Assistant I - L & N	7/24/2019	Resignation	\$20.37	BES
CL24317	Deborah Kantor	Instructional Assistant I - L & N	7/24/2019	Resignation	\$18.13	OHES
CL24318	Lionel Chavez	Campus Supervisor	8/2/2109	Resignation	\$18.60	OPHS
CL24319	Jane Chavez	Campus Supervisor	8/2/2019	Resignation	\$18.60	OPHS
CL24320	Theresa Courtney-Soper	Instructional Assistant I - L & N	8/2/2019	Resignation	\$17.14	BES
CL24321	Ritu Mehta	Instructional Assistant III - Behavior	8/5/2019	Resignation	\$23.07	BES

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: AUGUST 20, 2019
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site	
01CE09552	Gina Arnello	Sp Ed Teacher	8/1/2019	General	BES	
01CE09553	Liz Bednar	Counselor	8/1/2019	General	MCMS	
01CE09554	Elya Fletcher	Sp Ed Teacher	8/1/2019	General	ROES	
01CE09555	Jessica Wall	English Teacher	8/1/2019	General	OPHS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09556	Ellen Chevalier	ESY Admin	5/28-7/03/19	General	\$ 2,000.00	ESY
01CE09557	Steve White	Summer Cond X-Country H. Coach	6/19-8/2/2019	ASB	\$ 2,300.00	OPHS
01CE09558	Lauren Heinrich	Summer Cond X-Country Asst. Coach	6/19-8/2/2019	ASB	\$ 1,000.00	OPHS
01CE09559	Kathryn Klamecki	Summer Cond X-Country Asst. Coach	6/19-8/2/2019	ASB	\$ 1,000.00	OPHS
01CE09560	Aaron Shaw	Summer Cond Boys BBall H. Coach	5/28-8/2/2019	ASB	\$ 1,500.00	OPHS
01CE09561	Tim Chevalier	Summer Cond Boys BBall H. Coach	5/28-8/2/2019	ASB	\$ 1,500.00	OPHS
01CE09562	Casey Webb	Summer Cond Football H. Coach	5/28-8/2/2019	ASB	\$ 2,500.00	OPHS
01CE09563	Kevin Mosley	Summer Cond Football Asst. Coach	5/28-8/2/2019	ASB	\$ 1,500.00	OPHS
01CE09564	Kathryn Klamecki	Summer Cond Girls Soccer H. Coach	6/4-7/26/2019	ASB	\$ 1,600.00	OPHS
01CE09565	Brittany Gibson	Summer Cond Girls Soccer Asst. Coach	6/4-7/26/2019	ASB	\$ 750.00	OPHS
01CE09566	Russ Peters	Game Mgr Boys Lacross	2/9-4/25/2019	ASB	\$ 200.00	OPHS
01CE09567	Russ Peters	Game Mgr Girls Lacross	2/9-4/25/2019	ASB	\$ 100.00	OPHS
01CE09568	Russ Peters	Game Mgr Boys Volleyball	2/9-4/25/2019	ASB	\$ 204.00	OPHS
01CE09569	Russ Peters	Game Mgr Stunt	2/9-4/25/2019	ASB	\$ 136.00	OPHS
01CE09570	Rob Hall	Game Mgr Post Season B Volleyball	2/9-4/25/2019	ASB	\$ 500.00	OPHS
01CE09571	Brenda Pasqua	Summer Cond Athletic Trainer	5/28-8/2/2019	ASB	\$ 3,000.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE09572	Beth Barber	Medical leave	8/5/2019	General	BES	
01CE09573	Rob Sitomer	1st yr LOA	8/1/2019	General	MCMS	
01CE09574	Christine Lockrey	Temp to Prob 2	8/1/2019	General	OHES	
01CE09575	Kathy Bowman	Decrease 1.2 - 1.0 FTE	8/1/2019	General	OPHS	
01CE09576	Kathy Rohlf	Decrease 1.2 - 1.0 FTE	8/1/2019	General	OPHS	
01CE09577	Leslie Miller	Decrease 1.2 - 1.0 FTE	8/1/2019	General	OPHS	

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

IN-SERVICE CHANGE

01CE09578	Jan Willis	Decrease 1.2 - 1.0 FTE	8/1/2019	General	OPHS	
01CE09579	Tris Wenker	Decrease 1.2 - 1.0 FTE	8/1/2019	General	OPHS	
01CE09580	Matt Micek	Increase .6 to .8 FTE	8/1/2019	General	OPHS	
01CE09581	Erik Amerikaner	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09582	Victor Anderson	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09583	Tim Chevalier	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09584	DJ Cook	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09585	Todd Creason	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09586	Kim Galbreath	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09587	Rob Hall	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09588	Jackson Hall	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09589	Kathryn Klamecki	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09590	Chris Meyer	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09591	Robin Midiri	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09592	Russ Peters	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09593	Allan Prescott	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09594	Aaron Shaw	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09595	Michael Winkler	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09596	Eric Pryor	Increase 1.0 to 1.1 FTE	8/1/2019	General	OPHS	
01CE09597	Zach Borquez	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09598	Ian Fullmer	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09599	Zaloe Goiri Virto	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09600	Ken Jones	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09601	Troy Labnow	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09602	Winnie Litten	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09603	Anna Mendez	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09604	Tony Peluce	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09605	David Sloan	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09606	Sharon Stutz	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09607	Cathy Lory	Increase 1.0 to 1.2 FTE	8/1/2019	General	OPHS	
01CE09608	Brenda Pasqua	Increase 0.4 to 0.5 FTE	8/1/2019	General	OPHS	
01CE09609	Casey Webb	Increase 1.0 to 1.2 FTE (.2 OPHS)	8/1/2019	General	MCMS	
01CE09610	Steve White	Increase 1.0 to 1.2 FTE (.2 OPHS)	8/1/2019	General	MCMS	
01CE09611	Kim Connelly	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09612	Kim Sonnabend	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09613	Michael O'Hagan	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09614	Vanessa Heller	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

IN-SERVICE CHANGE

01CE09615	Kim Johnson	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09616	Kathy Mosley	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09617	Brian Winsick	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09618	Al Calce	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09619	Frances Hermosillo	Increase 1.0 to 1.2 FTE	8/1/2019	General	MCMS	
01CE09620	Malia Cadle	Increase 1.0 to 1.1 FTE	8/1/2019	General	MCMS	
01CE09621	Roni Hernandez	Increase 1.0 to 1.1 FTE	8/1/2019	General	MCMS	
01CE09622	Steve Peterson	Decrease 1.2 to 1.0 FTE	8/1/2019	General	MCMS	
01CE09623	Paula Franco	Decrease 1.2 to 1.0 FTE	8/1/2019	General	MCMS	
01CE09624	Suzanne Shea	Decrease 1.2 to 1.0 FTE	8/1/2019	General	MCMS	
01CE09625	Cathy Norton	Decrease 1.2 to 1.0 FTE	8/1/2019	General	MCMS	
01CE09626	Barbara Wechter	Decrease 1.0 to .8 FTE (.2 LOA)	8/1/2019	General	MCMS	
01CE09627	Kim Winthrop	Increase .6 to .8 FTE	8/1/2019	General	MCMS	
01CE09628	Catherine Steiner	Increase .6 to .8 FTE	8/1/2019	General	MCMS	

SEPARATION

Number	Name	Position	Effective Date	Separation	Salary	Site
01CE09629	Teri Isaguirre	Sp Ed Teacher	8/1/2019	Resignation		BES
01CE09630	Stephen Peterson	8th grd. Humanities	8/20/2019	Resignation		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: AUGUST 20, 2019
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – JULY 1 THROUGH JULY 31, 2019

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period July 1 through July 31, 2019?

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

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 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100 Approved Textbooks and Core Cu					
P20-00059	Studies Weekly, Inc dba American Legacy Publishing	005	ROES 2019/2020 4th & 5th Social Studies	010-4100	1,969.11
P20-00060	Studies Weekly, Inc dba American Legacy Publishing	005	BES 2019/2020 5th Grade Social Studies	010-4100	1,091.22
P20-00103	Textbook Warehouse Inc.	005	2019/2020 OPIS Wordly Wise/Grammar	010-4100	225.55
P20-00116	McGraw-Hill	005	2019/2020 MCMS Geometry	010-4100	1,130.71
P20-00123	Kaeden Corporation DBA Kaeden Publishing	005	2019/2020 BES K Kaeden Books	010-4100	116.37
P20-00124	Houghton Mifflin Harcourt	005	2019/2020 BES GoMath! 3rd Gd	010-4100	333.98
Total:010-4100 Approved Textbooks and Core Cu					4,866.94
010-4200 Other Books and Reference Mate					
P20-00114	SOAR Learning, Inc.	005	2019/2020 MCMS DON: SOAR Curr - SpEd	010-4200	1,247.90
P20-00117	McGraw-Hill	005	2019/2020 OPIS ALEKS Subscriptions	010-4200	2,695.50
P20-00118	Perma-Bound	005	2019/2020 MCMS 7th Grade Novel	010-4200	3,487.98
P20-00119	VCOE	005	2019/2020 VCOE+OPUSD Math Agreement	010-4200	5,000.00
P20-00122	Houghton Mifflin Harcourt	005	2019/2020 OHES 3rd T.E. GoMath!	010-4200	41.96
Total:010-4200 Other Books and Reference Mate					12,473.34
010-4330 Other Materials and Supplies N					
B20-00107	Southwest School Supply	004	2019/20 PO for Custodial Supplies at DO	010-4330	2,500.00
B20-00110	Decker Equipment	004	2019/20 Open PO for Partitions	010-4330	1,000.00
B20-00112	Office Depot Customer Service Center	004	2019-2020 Office Supplies for District Office	010-4330	3,500.00
B20-00114	SOS Survival Products	004	2019-2020 Emergency Supplies	010-4330	2,500.00
B20-00116	WEX Bank/Shell	004	2019 - 2020 Gas for District Vehicles	010-4330	19,000.00
B20-00118	Dunn-Edwards Corporation	004	2019-2020 for Paint & Supplies	010-4330	1,000.00
B20-00121	Miracle Playground Sales	004	2019/20 Play Equipment Replacement Parts	010-4330	700.00
B20-00122	Pep Boys	004	2019-2020 for Vehicle Parts and Supplies	010-4330	600.00
B20-00126	Carlson's Building Materials	004	2019-2020 Masonry Materials & Supplies	010-4330	3,000.00
B20-00128	Famcon Pipe & Supply	004	2019- 2020 for Grounds/Maintenance Supplies	010-4330	1,000.00
B20-00133	Parks Oaks Mower	004	2019/20 Open PO for Grounds Supplies	010-4330	2,000.00
B20-00134	McMaster-Carr Company	004	2019-2020 for Electrical Supplies	010-4330	1,300.00
B20-00140	Ryan Communications	004	2019-2020 District-wide Radio Repair/Supplies	010-4330	4,000.00
B20-00146	SiteOne Landscape Supply, LLC	004	2019/20 PO for Landscaping Supplies	010-4330	3,000.00

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

ESCAPE ONLINE

Page 1 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B20-00149	Jackie MacDonald DBA JM Enterpr rise	004	2019 - 2020 Recycled Paper	010-4330	37,000.00
B20-00150	Clark Security/Anixter, Inc	004	Security Parts & Supplies 2019-20120	010-4330	1,000.00
B20-00152	Regency Enterprises, Inc	004	2019 -2020 for Lighting Supplies	010-4330	4,000.00
B20-00153	Roadside Lumber & Hardware,	004	Open PO 2019 - 2020 for Lumber and Supplies	010-4330	1,000.00
B20-00155	Walnut Investment,LLC dba Acou stical Material Supply	004	2019/20 for Accoustical Tiles	010-4330	800.00
B20-00156	Coast Door & Hardware	004	Open PO for 2019/20 Door Materials/Supplies	010-4330	3,000.00
B20-00157	Ferguson Enterprises #1350	004	2019/20 PO for Parts & Supplies	010-4330	300.00
B20-00158	Cell Energy Inc Powerline Batt ery Specialist	004	2019/20 Batteries for M&O	010-4330	400.00
B20-00159	Agromin Horticulture Soils	004	2019/20 Horticulture Soils - School Garden Prog	010-4330	3,000.00
B20-00160	Agoura Wholesale Electric Corp	004	2019-2020 Electrical Supplies	010-4330	2,200.00
B20-00163	Trane Glendale Parts Center	004	2019-2020 for HVAC Parts	010-4330	1,000.00
B20-00164	Cedar Valley Plumbing Supple	004	2019 - 2020 Plumbing Supplies & Tools	010-4330	5,500.00
B20-00165	Russell Sigler Inc	004	2019 - 2020 HVAC Parts/Supplies	010-4330	1,000.00
B20-00166	Johnstone Supply	004	2019 - 2020 for Plumbing Supplies	010-4330	15,000.00
B20-00167	SMITH PIPE & SUPPLY	004	2019 - 2020 Grounds/Maintenance Pipe Supplies	010-4330	7,500.00
B20-00173	Do-It Center	004	2019-2020 Supplies for Maintenance & Op	010-4330	4,000.00
B20-00174	Pacific Coast Environmental	004	Bio Ball Supplies for Waterless Urinals at DO	010-4330	500.00
B20-00175	Home Depot	004	2019-2020 Maintenance Supplies and Tools	010-4330	9,000.00
B20-00176	Grainger Industrial Supply	004	2019-2020 M&O Supplies	010-4330	7,000.00
B20-00183	Document Systems	006	supplies for Richo HR Printer in workroom	010-4330	536.25
B20-00188	Document Systems	004	2019- 2020 Color Copies and Staples	010-4330	7,000.00
B20-00193	Performance Nursery Corp DBA S outh Bay Gardens	004	2019/20 PO for Landscape Supplies	010-4330	2,000.00
B20-00194	Home Depot	004	2019/20 Safety Supplies for M&O Department	010-4330	600.00
B20-00195	Safe-T-Proof	004	2019-2020 Earthquake Strapping Supplies	010-4330	2,000.00
B20-00198	Southwest School Supply	010	School Supplies for 2019-2020 School Year	010-4330	6,500.00
B20-00199	Office Depot Customer Service Center	010	School Supplies for 2019-2020 School Year	010-4330	500.00
P20-00001	School Specialty Sax Arts & C rafts	012	PFA: Student Agenda Books	010-4330	7,266.19

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

ESCAPE ONLINE

Page 2 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00101	LAZEL, Inc. DBA Learning A-Z L LC	005	2019-2020 Literacy Reading Instruction	010-4330	109.95
P20-00112	CR Print	005	Large OPUSD Mailing Labels	010-4330	338.93
P20-00115	HEINEMANN	005	2019 Home Grown Writing TCRWP Supplies	010-4330	2,768.34
P20-00125	Multi-Health Systems Inc	000	SpEd - 2019/20 Protocols (Psychs)	010-4330	164.15
P20-00126	Sparkletts	000	2019/20 - Sparkletts Water Service /Pupil Services	010-4330	175.00
P20-00127	Office Depot Customer Service Center	000	2019/20 - Office Depot Supplies - SpEd	010-4330	2,400.00
P20-00139	Ventura County Graphic Service	011	Health and cumulative folders	010-4330	80.44
P20-00140	Document Systems	004	2019-20 Copy Overages Districtwide	010-4330	5,884.82
P20-00143	Lautzenhiser's Stationery	002	Board Minute Book	010-4330	212.76
P20-00144	Eastbay Inc	012	DON: Sample PE Uniforms	010-4330	95.45
P20-00152	Frey Scientific	024	Science Lab Materials	010-4330	229.00
P20-00153	Flinn Scientific, Inc	024	Science Lab Materials	010-4330	112.63
P20-00155	Office Depot Customer Service Center	003	2019/20 Office Supplies	010-4330	2,000.00
Total:010-4330 Other Materials and Supplies N					189,273.91
010-5200	Travel and Conference				
P20-00137	VCOE	000	2019/20 - VCOE Workshops - SpEd	010-5200	8,000.00
Total:010-5200 Travel and Conference					8,000.00
010-5300	Dues and Memberships				
P20-00111	ACSA Membership Processing	019	ACSA Membership for Leadership Team 2019-2020	010-5300	25,357.00
Total:010-5300 Dues and Memberships					25,357.00
010-5510	Gas Utility Service				
B20-00169	Southern California Gas Co.	004	2019 - 2020 for Gas Utility Svs District-Wide	010-5510	25,875.00
Total:010-5510 Gas Utility Service					25,875.00
010-5520	Electric Utility Service				
B20-00136	Green Charge Networks, LLC	004	2019/20 Battery Back-Up per Agreement	010-5520	8,400.00
B20-00168	So Cal Edison	004	2019- 2020 Electrical Utility Svs District-Wide	010-5520	200,000.00
Total:010-5520 Electric Utility Service					208,400.00
010-5540	Water Utility Service				
B20-00151	Oak Park Water Service	004	2019-2020 Water Utility	010-5540	290,000.00
Total:010-5540 Water Utility Service					290,000.00
010-5560	Trash / Sewer Services				
B20-00142	G.I. Industries	004	2019-2020 for Sanitation Services	010-5560	46,118.00

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

ESCAPE ONLINE

Page 3 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B20-00154	Triunfo Cty San Dist	004	2019 - 2020 Sewer Service Annual Fee	010-5560	120,000.00
Total:010-5560 Trash / Sewer Services					166,118.00
010-5600	Rents, Leases, and Repairs				
B20-00108	Golden State Elevator	004	MCMS Wheelchair Lift Inspection/Testing/State Cert	010-5600	2,500.00
B20-00115	Pyro-Comm Systems, Inc.	004	2019-2020 Fire Alarm Maintenance	010-5600	6,000.00
B20-00117	Intrepid Glass & Mirror, Inc	004	2019/20 Glass Replacement/Supplies	010-5600	350.00
B20-00119	Crowder Backflow Services, Inc	004	2019- 2020 Backflow Services	010-5600	500.00
B20-00120	Sunbelt Rentals, Inc	004	2019/20 Equipment Rentals as Required	010-5600	1,000.00
B20-00123	Village Automotive Ctr, Inc.	004	2019/20 Open PO for District Vehicle Repairs	010-5600	6,500.00
B20-00125	Pacificom	004	2019-2020 Communication Repairs	010-5600	2,000.00
B20-00127	Diamond A Equipment, LLC	004	2019-2020 Kubota Tractor Repair/Svs	010-5600	1,000.00
B20-00129	DCH Thousand Oaks-F,Inc. DCH Ford of Thousand Oaks	004	2019/20 Open PO Ford Vehicle Repair/Maintenance	010-5600	400.00
B20-00130	United Rentals	004	2019 - 2020 Open PO for Equipment Rentals	010-5600	1,000.00
B20-00132	Juan Perez Carrillo Juan Perez Mobile Detail	004	2019/20 Car Wash + Detail Services	010-5600	4,800.00
B20-00135	Controlled Elements HVAC	004	2019/20 HVAC Services	010-5600	2,500.00
B20-00137	Van Buren Equipment, Inc. Pacific Equipment	004	2019/20 Dingo Service and Repair	010-5600	300.00
B20-00139	Lister Rents, Inc.	004	2019-2020 for Misc Equipment Rental	010-5600	700.00
B20-00144	Ready Refresh by Nestle	004	2019-20 Drinking Water - Grounds/Maintenance Crew	010-5600	1,000.00
B20-00145	Pacific Mobile	004	MCMS & OHES DOH Trailer Lease/Rent 2019-20	010-5600	11,068.20
B20-00148	Pierres Welding & Maint.	004	2019-2020 Welding Services District-Wide	010-5600	8,000.00
B20-00161	Advanced Water Solutions, INC	004	2019-20 Water Equipment Rental	010-5600	2,000.00
B20-00162	A-1 Lawnmower	004	2019 -20 Grounds Equipment Repair & Supplies	010-5600	750.00
B20-00170	Tri-Valley Supply	004	2019/20 Custodial Equipment Repair	010-5600	350.00
B20-00171	US Air Conditioning	004	2019/20 HVAC Service & Parts	010-5600	750.00
B20-00172	Venco Western Inc.	004	2019-2020 for All Sites Mowing/Fertilization	010-5600	81,900.00
B20-00187	Hollywood Fire Protection, LLC	004	2019-2020 Annual Fire Exting. Svs District-Wide	010-5600	2,500.00
B20-00191	Document Systems	004	2019-2020 Copier Maintenance Agreement	010-5600	67,910.20
B20-00196	Document Systems	010	Staples, Color Copies and Maintenance for RICOH	010-5600	2,500.00

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

ESCAPE ONLINE

Page 4 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B20-00197	KYOCERA Document Solutions West LLC	010	Maintenance and Supplies for RISO Machine	010-5600	1,200.00
DIR19-00014	Salinas & Sons Rooter Service	004	Clear Main Line Stoppage at ROES	010-5600	425.00
P20-00131	Wyatt W. Underwood & Assoc	004	OPHS Turf Field Repair	010-5600	5,289.80
P20-00142	Lister Rents, Inc.	006	Rental Opening Day 2019-2020 School yr	010-5600	2,079.01
P20-00147	REC Solar Commercial Corp	004	Replace Solar Inverter at BES	010-5600	4,116.00
Total:010-5600 Rents, Leases, and Repairs					221,388.21
010-5820	Other Operating Expense				
B20-00084	Better World Club	004	201-20 Renewal of Vehicle Roadside Assistance	010-5820	720.00
B20-00106	Frontline Technologies Grp LLC	006	AESOP - Guest Teacher	010-5820	12,751.29
B20-00109	School Services of California	004	2019 - 2020 Fiscal & Mandate Information Services	010-5820	3,900.00
B20-00111	Westlake Village Urgent Care	006	2019-2020 TB Tests	010-5820	5,000.00
B20-00113	Pyro-Comm Systems, Inc.	004	2019-2020 Fire Alarm Monitoring Service	010-5820	2,880.00
B20-00131	Dial Security	004	2019 - 2020 Security for IT Room at DO	010-5820	600.00
B20-00143	California Pest Management	004	2019/20 IPM Management	010-5820	25,000.00
B20-00185	West Pac Design, Inc.	001	OPUSD Tshirts/Hoodies for Staff	010-5820	1,140.07
B20-00186	CR Print	000	Printing for District during 2019-20	010-5820	21,450.00
B20-00189	Conejo Awards	000	Awards for District in 2019-20	010-5820	2,145.00
B20-00190	John Trudeau dba Trudeau Creative	001	Design and Print Services for 2019-20	010-5820	15,000.00
B20-00192	Ventura County office of Education	004	2019-2020 Escape Finance/Payroll/Personnel	010-5820	44,360.50
P19-00755	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	011	Field trip, LA Zoo, 1st grade	010-5820	1,320.00
P19-00756	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	011	Field trip, Underwood Farms, 1st grade	010-5820	1,102.50
P20-00107	Shred-It USA	004	2019/20 Shredding Svs District-Wide	010-5820	3,500.00
P20-00113	Membean Inc.	005	MCMS 19/20 Membean Subscription	010-5820	5,714.55
P20-00119	VCOE	005	2019/2020 VCOE+OPUSD Math Agreement	010-5820	12,375.00
P20-00120	Fast Bridge Learning	005	2019/2020 FASTBRIDGE ROES/BES/OHES	010-5820	12,600.00
P20-00121	Houghton Mifflin Harcourt	005	OPIS/OVHS 19/20 SLI Licenses	010-5820	1,000.00
P20-00134	Las Virgenes School Dist	000	2019/20 - SpEd / LVUSD DIS Services for OPUSD	010-5820	130,000.00
P20-00141	ETS	005	18-19 Summative ELPAC SSR Reports	010-5820	450.50
P20-00145	VCOE	004	VCOE - Coalition of School Agencies 2019-20	010-5820	1,644.30
P20-00148	Island Packers Cruises	010	5th Grade Field trip to Santa Cruz Island	010-5820	5,375.00

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

ESCAPE ONLINE

Page 5 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00151	Act Education and Workforce Research Services	005	2019 ACT District & Student Profile Reports	010-5820	344.69
P20-00154	Herff Jones	015	OVHS Diploma Cover	010-5820	21.62
P20-00156	Town & Country Printing	003	Soft timecards for 2019/2020	010-5820	324.57
T20-00009	JAMF	007	JAMF Casper Suite Pro Licensing (1 Year)	010-5820	31,740.00
T20-00010	GoGuardian	007	GoGuardian Admin/Teacher Bundle Licensing	010-5820	17,640.00
T20-00011	HelpSystems LLC	007	Intermapper network Software License Renewal	010-5820	1,323.83
Total:010-5820 Other Operating Expense					361,423.42
010-5900	Telephone and Communications				
B20-00141	Federal Express Corp.	004	Federal Express Shipping Charges 2019-20	010-5900	1,500.00
B20-00147	Jive Communications Inc	004	Hosted VOIP-CALNET 3 Telephone Monthly Svs Fees	010-5900	56,400.00
P20-00138	US Postal Service (AMS-TMS)	006	Hasler Mail Machine workroom	010-5900	3,500.00
Total:010-5900 Telephone and Communications					61,400.00
010-9510	Prior Year Liability - Clear				
P19-00757	Westlake Speech Therapy Inc	000	SpEd - 2019 Contracted Speech Services ESY	010-9510	1,638.75
P19-00758	E3 Diagnostics	000	District Nurse - Audiometer Calibration Service	010-9510	145.00
P20-00129	The Lampo Group, Inc.	005	2019/2020 OPHS Financial Workbook	010-9510	2,578.21
Total:010-9510 Prior Year Liability - Clear					4,361.96
120-4330	Other Materials and Supplies N				
B20-00178	Gold Star Foods	028	Dried Snacks for EC sites- BES, OHES, ROES, MCMS	120-4330	20,000.00
B20-00179	Sunrise Produce Company	028	Food/Produce for EC sites-BES, OHES, ROES, MCMS	120-4330	15,000.00
B20-00180	Ready Refresh by Nestle	028	Water delivery for EC sites-BES, ROES, OHES, MCMS	120-4330	2,000.00
B20-00181	Southwest School Supply	028	Supplies for EC sites-BES, OHES, ROES, MCMS	120-4330	10,000.00
B20-00182	Office Depot Customer Service Center	028	Supplies for EC sites-BES, OHES, ROES, MCMS	120-4330	10,000.00
B20-00184	COSTCO WHOLESALE	028	Food/Supplies for EC sites-BES, OHES, ROES, MCMS	120-4330	2,000.00
P20-00106	Ryan Communications	028	Portable Radios for Extended Care Program	120-4330	2,712.02
P20-00146	West Pac Design, Inc.	028	T-Shirts and Sweatshirts for Ext. Care Staff	120-4330	1,238.74
Total:120-4330 Other Materials and Supplies N					62,950.76
120-5820	Other Operating Expense				

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 6 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B20-00177	Ed. Learning Opportunities DBA Developing Outdoors	028	Payroll charges for EC Assistant leaders & Mentors	120-5820	900,000.00
Total:120-5820 Other Operating Expense					900,000.00
211-4330	Other Materials and Supplies N				
P20-00105	Fence Factory	004	Proj 17-47S Gate Closer Sets	211-4330	1,206.56
P20-00133	SMITH PIPE & SUPPLY	004	Proj 19-12F Supplies for Running Track @OHES	211-4330	1,357.53
P20-00149	SMITH PIPE & SUPPLY	004	Proj 19-12F Aviary Netting for Running Track OHES	211-4330	296.85
P20-00150	DIY Home Center	004	Proj 19-12F Aviary Netting for Running Track OHES	211-4330	147.77
Total:211-4330 Other Materials and Supplies N					3,008.71
211-6209	Main Construction-Buildings				
DIR20-00001	Fence Factory	004	Proj 19-13S Safety/Security Fencing @OHES	211-6209	117,765.72
DIR20-00003	Carter Fence Co., Inc.	004	Proj 19-14S Phase 1 Safety/Security Fencing ROES	211-6209	130,400.00
DIR20-00004	Carter Fence Co., Inc.	004	Proj 19-16S Phase 2 Safety/Security Fencing ROES	211-6209	68,975.00
P20-00079	Courtyard Construction, Inc.	004	Proj 19-15S Shade Sail Install @MCMS	211-6209	60,845.00
P20-00102	Reliable Floor Coverings, Inc	004	Proj 19-20S Replace Kindergarten floors @OHES	211-6209	19,223.00
P20-00108	Pierres Welding & Maint.	004	Proj 17-35S ORCA Wheel Stops at MCMS	211-6209	850.00
P20-00130	Fence Factory	004	Proj 19-21S Fencing at DO Upper Fields	211-6209	12,415.75
Total:211-6209 Main Construction-Buildings					410,474.47
211-6250	Architect/Engineering Services				
P19-00440	CRATE Modular Inc	004	Proj 18-18S Prelim Design Dev A&E Drawings for BES	211-6250	31,041.75
P19-00441	CRATE Modular Inc	004	Proj 18-21S Prelim Design Dev A&E Drawings at MCMS	211-6250	39,518.75
P19-00443	CRATE Modular Inc	004	Proj 18-20S Prelim Design Dev A&E Drawings at ROES	211-6250	25,930.63
P20-00104	Harley Ellis Devereaux	004	Proj 19-09S Arch Svcs for Mod Classrooms at OHES	211-6250	358,700.00
P20-00109	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 5/1-5/31/2019	211-6250	4,420.00
P20-00110	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 6/1-6/30/2019	211-6250	17,840.00
P20-00128	DSA-LA Regional Office ATTN C ARLOS ARAUJO	004	19-08S DSA Fees for Testing/Inspection Plan OPNS	211-6250	2,000.00
Total:211-6250 Architect/Engineering Services					479,451.13
211-6251	DSA/CDE Fees				

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 7 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00136	NV5 West, Inc.	004	Proj 17-35S Pull Testing for kitchen at MCMS	211-6251	300.00
Total:211-6251 DSA/CDE Fees					300.00
211-6256	Contracted Services				
DIR20-00002	REC Solar Commercial Corp	004	Pro 18-33S - Solar Installation Maintenance	211-6256	51,211.00
Total:211-6256 Contracted Services					51,211.00
211-6259	Other Costs/Planning/Change Or				
P20-00135	Worldwide Moving & Storage	004	Proj 17-47S Pack and move admin office	211-6259	1,040.00
Total:211-6259 Other Costs/Planning/Change Or					1,040.00
211-6272	Construction Management Fees				
P20-00109	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 5/1-5/31/2019	211-6272	27,580.00
P20-00110	Balfour Beatty Construction	004	Const. Mgmt. Services for the period 6/1-6/30/2019	211-6272	19,680.00
Total:211-6272 Construction Management Fees					47,260.00
211-6280	Construction Testing				
P20-00132	A and S Fire Protection, Inc	004	Proj 18-20S Fire Hydrant Flow Test @ROES	211-6280	2,400.00
Total:211-6280 Construction Testing					2,400.00
211-6500	Equipment Replacement \$5000+				
T20-00010	GoGuardian	007	GoGuardian Admin/Teacher Bundle Licensing	211-6500	17,640.00
Total:211-6500 Equipment Replacement \$5000+					17,640.00
211-9510	Prior Year Liability - Clear				
P19-00440	CRATE Modular Inc	004	Proj 18-18S Prelim Design Dev A&E Drawings for BES	211-9510	4,044.25
P19-00441	CRATE Modular Inc	004	Proj 18-21S Prelim Design Dev A&E Drawings at MCMS	211-9510	5,073.25
P19-00443	CRATE Modular Inc	004	Proj 18-20S Prelim Design Dev A&E Drawings at ROES	211-9510	62,332.87
P19-00754	The Adjul Corporation Lee Construction Co.	004	Proj 19-12F Running Track at OHES	211-9510	95,084.00
Total:211-9510 Prior Year Liability - Clear					166,534.37
Total Number of POs				169	
				Total	3,721,208.22

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	3	2,847.50

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 8 of 9

Includes Purchase Orders dated 07/01/2019 - 07/31/2019

Fund Recap (continued)

	Fund	Description	PO Count	Amount
	010	General Fund	134	1,576,090.28
2 False	2	2	Total Fiscal Year 2020	1,576,090.28
	120	Child Development Fund	9	962,950.76
2 False	2	2	Total Fiscal Year 2020	962,950.76
	211	Measure S Facilities & Tech	3	96,491.13
2 False	2	2	Total Fiscal Year 2019	96,491.13
	211	Measure S Facilities & Tech	24	1,082,828.55
2 True	2		Total Fiscal Year 2020	1,082,828.55
			Total	3,721,208.22

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 9 of 9

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL DEBATE CLUB – SEPTEMBER 21-22, 2019.

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Debate Club to Long Beach, CA?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this tournament scheduled for September 21-22, 2019 in Long Beach, CA. Approximately 25 students will travel with their parents separately to and from this tournament in private vehicles. They will meet the Debate Coach at California State University, Long Beach at 7 a.m. on September 21st. The Team Coach and 4 parent chaperones will be present. It is optional for students to spend Friday and/or Saturday night at the Courtyard Marriot Airport in Long Beach, CA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

FISCAL IMPACT: The cost is approximately \$80 per participant to cover the cost of registration. Students are responsible for lodging and meal expenses. Funding source is the ASB Debate Fund and is included in the 2019-20 ASB Budget.

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School Debate Club, Long Beach, CA.
2. Do not approve the field trip as presented.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.1.e. APPROVE SALE OR DISPOSAL OF OBSOLETE EQUIPMENT –
STUDENT NUTRITION SERVICES EQUIPMENT**

CONSENT

ISSUE: Shall the Board approve the disposal of obsolete food services equipment per the provisions of Education Code (EC) Section 17545?

BACKGROUND: Attachment A, accompanying this report, lists school district property that is obsolete, beyond repair, and/or no longer needed by the Student Nutrition department or any other district site or department.

EC 17545 provides that the governing board of a school district may sell any personal property belonging to the district if it is not required for school purposes, or if it is unsatisfactory or unsuitable for school use. It also provides that the property may not be sold until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper having a general circulation in the district. The board must sell the property to the highest responsible bidder, or must reject all bids.

The board may choose to conduct a sale of personal property by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

ALTERNATIVES:

1. Declare the listed items as surplus and delegate authority to the Assistant Superintendent, Business and Administrative Services, to conduct an auction and to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received, per the provisions of Education Code Section 17545.
2. Do not declare the attached list of obsolete equipment as surplus.

RECOMMENDATION: Alternative No. 1

Prepared by: Carole Ly, Director, Student Nutrition and Wellness
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	_____	_____	_____	_____

List of Obsolete Student Nutrition Services Equipment

Item	Location	Brand/Model	# Available	Estimated Current Value	Condition	Reason for Sale
Lot of Dispensers for Napkins and Plastic Cutlery	OPHS	Dixie and EasyNap	2	\$10.00	Used	Not in use
Plastic two-tiered cart with two plastic cutlery dispensers attached	ROES	Dixie	1	\$5.00	Used	Not in use
Lot of Chafing Supplies	OPHS	Choice	10 Chafer Folding Frames; 4 Chafing Pan Lids;		Used	Not in use
Lot of Small Wares	OPHS		2 4-Compartment Cutlery Boxes (before 2014)		Used	No longer using
17 food dishes of various sizes including 2/3 cup, 1/3 cup, and 1/4 cup			17		Used	Wrong sizes for current usage
2 pizza peels					Used	Not in use
1 wooden rolling pin					Used	Not in use
2 fine mesh strainers					Used	Not in use
1 medium mesh strainer					Used	Not in use
3 chef's knives					Used	Not in use
1 food scale					Used	Not in use
7 aluminum cooking pots and sauce pans					Used	Not in use
Diner style napkin dispenser					Used	Not in use
			Loose tongs		Used	Not in use
			Random lids		Used	Not in use
Lot of Bakery Display Items	OPHS		3 cake stands		Used	Not in use
			3 cake stand covers		Used	Not in use
			1 bakery tray cover		Used	Not in use
			20 wired shallow baskets		Used	Not in use

Item	Location	Brand/Model	# Available	Estimated Current Value	Condition	Reason for Sale
Lot of Clear Plastic Food Pans and Lids	OPHS		6 half size pans		Used	Not in use
			11 one-sixth size lids		Used	Not in use
			4 quarter size pans		Used	Not in use
			4 one-third size lids		Used	Not in use
Lot of Cold Food Pans for Mobile Salad Bar	OPHS		3 half size pans		Used	Not in use
			1 full size pan		Used	Not in use
			2 one-third size pans		Used	Not in use
			2 crock containers		Used	Not in use
Lot of 2 cutting board sets	OPHS		2 full size cutting boards with center cut-out plus 2 stands		Used	Not in use

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.1.f. APPROVE STUDENT TEACHER AGREEMENT WITH PACIFIC OAKS COLLEGE - AUGUST 1, 2019 THRU JUNE 30, 2024

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with, Pacific Oaks University commencing, August 1, 2019 until June 30, 2024?

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

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Student Teaching Agreement with Pacific Oaks University commencing, August 1, 2019 until June 30, 2024 and authorize the Superintendent/Designee to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Pacific Oaks University.

RECOMMENDATION: Alternative #1

Prepared by:
Leslie Heilbron, Ed.D., Assistant Superintendent, HR

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.	_____	_____	_____	_____

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

Pacific Oaks College

AND

Oak Park Unified School District

This Memorandum of Understanding (the "MOU") is entered into by and between Pacific Oaks College, a non-profit institution of higher education located at 45 Eureka Street, Pasadena, California (the "College"), and Oak Park Unified School District located at 5801 E. Conifer Street, Oak Park, CA 91377 (the "District").

A. Parameters

This Understanding shall be effective for a period of five (5) years from the date of signature when executed by both parties. This Understanding will automatically renew unless otherwise indicated in writing by one of the parties at least thirty (30) days prior to the end of the term. Contract and monitoring responsibilities for the MOU rest with the College. If modifications are necessary within the duration of this MOU, they will be added to this memorandum by mutual written Understanding of all parties involved.

All stipulations in this MOU are contingent upon the acceptance and funding of the Intern Program by the California Commission on Teacher Credentialing.

B. Purpose

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties to this Understanding and to set forth the operative conditions, which will govern this partnership. The District and the College will form a partnership in providing coordinating services as part of the College Intern Program, serving multiple subject and mild/moderate special education interns, hereafter referred to as the College Intern Program.

C. Roles and Responsibilities

The District agrees to:

1. Participate in program evaluation.
2. Participate in a clearly defined selection of district support providers (i.e. mentor teachers) to participate in the College Intern Program who have the following minimum qualifications:
 - a. Valid corresponding Clear or Life Credential
 - b. Three years of successful teaching experience
 - c. EL Authorization (if responsible for providing specified EL support).

3. Provide sufficient resources, including the identification of protected time for employer-provided support/mentor to work with intern within the school day including clearly defined expectations for type/frequency of support.
4. Clarify the intern's terms of employment, including evaluation process of site support provider (examples: retiree, contracted COE or other agency staff, current school employee). The CTC requires districts to identify an individual who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English Learners, for assessing language needs and progress, and to support language accessible instruction. This individual may be the same mentor teacher provided that they have EL authorization and are immediately available.
5. Ensure the quality of the internship experience by providing professional development to the intern. College support providers will work with the intern and mentor teacher to design appropriate activities that support the intern's work with English Learners.
6. Ensure that all district and site administrative staff respect the confidentiality between the mentor teacher and the intern teacher. Intern activities will not have a relationship to district teacher evaluation.
7. Only hire intern candidates who meet the requirements necessary for obtaining an intern credential.
8. Assign the intern to positions that are authorized to be performed by holders of multiple subject and mild/moderate special education intern credentials, with a load that is appropriate for a beginning teacher that will enable the adequate time necessary to complete 8549 concurrent credential coursework.
9. Provide at least 84 hours of general support/supervision of the intern, and, if the intern does not already hold an English Learner Authorization, a minimum of 22.5 hours of additional English Learner support each academic year.
10. Place each participating intern with a fully credentialed mentor teacher, preferably at the same site as the intern teacher and with experience in the curricular area or grade level assigned to the intern.
11. Upon request of the District for good cause, the District shall notify the College of termination or change of assignment of any intern in the College Intern Program.

Pacific Oaks College agrees to:

1. Designate a member of the faculty in teacher education to provide leadership for the College Intern Program. The College will assume the cost of a faculty member to provide leadership of the College Intern Program and work with the District.
2. Ensure that intern candidates meet the requirements necessary to acquire an intern credential:
 - i. Bachelor's degree from an accredited school of higher education
 - ii. Certificate of Clearance or other valid CTC-issued permit

- iii. Basic Skills Requirement
 - iv. Negative TB test results
 - v. Cumulative minimum GPA of 3.0
 - vi. Subject Matter Proficiency
 - vii. U.S. Constitution
 - viii. 120 pre-service hours
3. Recommend only intern eligible candidates meeting the above requirements to the CTC for the intern credential.
 4. Enhance the intern candidate's growth and development by providing quality coursework, seminars, and experiences to complete the preliminary credential.
 5. Assign a fieldwork supervisor who will provide support and assistance to the intern through regularly scheduled classroom visits.
 6. Provide at least 60 hours of general support/supervision of the intern, and, if the intern does not already hold an English Learner Authorization, a minimum of 22.5 hours of additional English Learner support each academic year.
 7. Ensure the quality of the internship experience by providing professional development. College fieldwork supervisors will work with the intern and intern's mentor teacher to design appropriate activities that support the intern's work with English Learners.
 8. Notify the District in the event that an intern is not maintaining enrollment and/or responsibilities in the courses to complete the Intern Program.
 9. Provide advising and transitional assistance as needed to interns preparing to enter the Beginning Teacher Support and Assessment induction program

D. General Terms and Conditions

1. The Understanding between the College and the School District shall be the governing legal document between the parties.
2. **Non-Discrimination.** Both parties shall comply with all federal, state, and local laws, rules, and regulations, and executive orders concerning non-discrimination in employment, education, and services on the actual or perceived basis of race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender or sexual orientation.
3. **Indemnification.** Each party shall defend, indemnify, and hold harmless the other its agents, affiliates, subsidiaries, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the indemnifying party, its agents, employees, or any tier of that party's subcontractors

in the performance of this Understanding. The insurance requirements of this Understanding will not be construed as limiting the scope of this indemnification.

4. **Insurance.** Without limiting the indemnification obligations stated above, each party to this Understanding shall provide and maintain at its own expense a program of insurance covering its activities and operations hereunder. Such program of insurance shall include, but not be limited to, general liability and professional liability coverage. The School District's general liability insurance shall have minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The College's professional liability insurance shall carry a single limit of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
5. **Effective Date.** The effective date of this Understanding is the date on which the Understanding was duly executed.
6. **Termination.** The expectation of all parties is that the intern will complete the term of this Understanding. Termination of this Understanding with cause shall be in accordance with the academic policies of the qualifying degree program or the employment or policies of the School District. Any party may terminate this Understanding without cause by giving the other party 30 days' notice of the intention to terminate. Termination of this Understanding on the part of the College or School District is separate from termination of the intern's, mentor teacher's, or Credential Analyst's employment. It is assumed that if there is an early termination of this Understanding on the part of the intern, the District or mentor teacher, that such a decision must include consultation with the qualifying degree program.
7. **Notices.** All notices required to be given under this Understanding shall be sufficient if sent by electronic mail, facsimile, or U.S. Mail as follows:

For College: Pacific Oaks College
Attn: Ashley Gossett
55 Eureka Avenue
Pasadena, CA 91103
Tel: 626.529.8420
Email: agossett@pacificoaks.edu

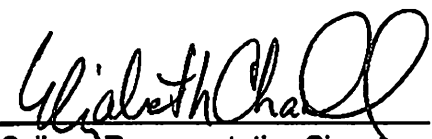
For District: Oak Park Unified School District
Attn: Debbie Cooper
5801 E. Conifer Street
Oak Park, CA 91377
Email: dcooper@opusd.org
8. **Modification.** This Understanding may be revised or modified only by mutual Understanding and written amendment signed by both parties.

9. **Severability.** Each paragraph of this Understanding is severable from all other paragraphs. In the event any court of competent jurisdiction determines that any paragraph or subparagraph of the Understanding is invalid or unenforceable for any reason if same should occur by operation of law, all remaining paragraphs and subparagraphs will remain in full force and effect.
10. **Waiver.** The failure or delay of either party to exercise any right, power, or privilege under this shall not operate as a waiver of any such right, power, or privilege.
11. **Assignment.** Nothing in this Understanding shall be construed to permit the assignment by either party of any rights or obligations hereunder, and such assignment is prohibited unless evidenced by the written consent of each of the parties. In addition, this Understanding contains all of the terms and conditions between the parties and may be amended only in a writing signed by each of the parties.
12. **Governing Laws and Jurisdiction.** This Understanding shall be governed by and construed pursuant to the laws of the State of California. In the event that a dispute arises in relation to this Understanding, all parties agree to submit to the jurisdiction of the courts of Los Angeles County, California.

E. Program Description

1. **Preliminary Multiple Subject Teaching Credential.** The Preliminary Multiple Subject Teaching Credential authorizes the holder to teach all subjects in a self-contained classroom, such as the classrooms in most elementary schools, in grades preschool, K–12, or in classes organized primarily for adults. This credential also includes EL authorization. Coursework focuses on strategies of inclusion, issues of equity, social justice, and cultural competence.
2. **Preliminary Mild/Moderate Education Specialist Instruction Credential.** The Preliminary Mild/Moderate Education Specialist Instruction Credential authorizes service in grades K–12 and in classes organized primarily for adults through age 22. The credential also includes autism and EL authorizations. The curriculum is based on a constructivist framework that is responsive to multiple sources of diversity in the education of children.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Understanding to be effective as of the day specified below.

 _____ College Representative Signature	Elizabeth Chamberlain _____ Printed Name	Dean _____ Title	07/08/2019 _____ Date
--	--	------------------------	-----------------------------

_____ District Representative Signature	_____ Printed Name	_____ Title	_____ Date
--	-----------------------	----------------	---------------

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT B.1.g. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JULY, 2019

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints – July 2019?

BACKGROUND: As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or 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 – July 2019
2. Do not approve the Quarterly Report on Williams Uniform Complaints – July 2019

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

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

Date for information to be reported publicly at governing board meeting: August 20, 2019

Please check the box that applies:

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

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

Dr. Anthony W. Knight
Name of District Superintendent

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.1.h. APPROVE DESIGNATION OF DISTRICT REPRESENTATIVES TO THE VENTURA COUNTY SCHOOLS SELF-FUNDING AUTHORITY

CONSENT

ISSUE: Shall the Board approve the Designation of District Representatives to the Ventura County Schools Self-Funding Authority (VCSSFA)?

BACKGROUND: The VCSSFA is established for the purpose of providing the services and other items necessary and appropriate for the establishment, operation and maintenance of a self-funded insurance program for school districts in Ventura County. The Oak Park Unified School district is a member of the self-funding authority for liability insurance, automobile coverage, property damage and fire. The representatives are authorized to and shall act as the district's agent in all matters related to the business of the Self-Funding Authority. With the retirement of Martin Klauss, Assistant Superintendent of Business and Administrative Services, who was the District's representative for VCSSFA, staff is requesting that the Board approve the new Assistant Superintendent of Business and Administrative Services as the District Representative and Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations as the alternate.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the Designation of Adam Rauch as the District's Representative and Brendan Callahan as the alternate to VCSSFA.
2. Do not approve the Designations of Adam Rauch as the District's Representative and Brendan Callahan as the alternate to VCSSFA

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	_____	_____	_____	_____



DESIGNATION OF VCSSFA REPRESENTATIVE

The Governing Board of the Oak Park Unified School District hereby designates the following as its **Representative** and **Alternate Representative** to the Ventura County Schools Self-Funding Authority (VCSSFA).

August 20, 2019

Effective Date

REPRESENTATIVE

Adam Rauch

Name

Asst. Superintendent Business & Administrative Services

Title

5801 Conifer St.

Street Address

Oak Park, 91377

City and Zip Code

818-735-3216

Telephone

818-865-8467

FAX

arauch@opusd.org

E-mail Address

ALTERNATE

Brendan Callahan

Name

Director of Bond Programs, Sustainability, Maintenance, & Operations

Title

5801 Conifer St.

Street Address

Oak Park, 91377

City and Zip Code

818-735-3210

Telephone

818-865-8467

FAX

bcallahan@opusd.org

E-mail Address

The Representative is authorized to and shall act as the District's agent in all matters related to the VCSSFA business.

President, Governing Board Date

Representative Date

Superintendent Date

Alternate Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.1.i. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-12F, RUNNING TRACK AT OAK HILLS ELEMENTARY SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-12F, Running Track at Oak Hills Elementary School, contracted with Lee Construction Company?

BACKGROUND: On June 4, 2019, the Board of Education authorized and ratified the award of a contract for Project 19-12F, Running Track at Oak Hills Elementary School, contracted with Lee Construction Company, of Simi Valley, California.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve the Notice of Completion accepting the finished project.

FISCAL IMPACT: No direct impact; a Notice of Completion limits the period that prime contractors, subcontractors and suppliers may record liens or file stop payment notices.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 19-12F, Running Track at Oak Hills Elementary School, contracted with Lee Construction Company of Simi Valley, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Directory Bond Program, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Oak Hills Elementary School, 1010 Kanan Road, Oak Park, CA 91377

That on or about August 20, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Lee Construction Company of Simi Valley, California for Project 19-12F, Running Track at Oak Hills Elementary School, on certain real property hereinbefore described: that said building and improvements were actually completed on August 20, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.1.j. ACCEPT DSA CERTIFICATION AND CLOSE OF FILE FOR PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board accept the letter of Certification and Close of File for Project 17-35S, Kitchen Improvements at Medea Creek Middle School received from the Division of the State Architect (DSA)?

BACKGROUND: On May 17, 2018, the Board of Education authorized the award of a contract for Project 17-35S, Kitchen Improvements at Medea Creek Middle School, contracted with Waisman Construction of Canoga Park, California. The work under this contract is complete, and the Board approved the Notice of Completion accepting the finished project on January 23, 2019. As required by the Field Act, this project was constructed from plans approved by DSA. After its final review of the completed project, DSA has sent its Certification and Close of File letter to the Superintendent, officially acknowledging that it has been constructed in strict adherence to current building code and all requirements of the Division of the State Architect as required by law. It is recommended that the Board accept the certification letter, formally closing out the project. The certification letter is included for the Board's information.

ALTERNATIVES:

1. Accept the DSA Certification and Close of File letter for Project 17-35S Kitchen Improvements at Medea Creek Middle School, acknowledging strict adherence to all requirements of the Division of the State Architect as required by law.
2. Do not accept the DSA Certification and Close of File letter.

RECOMMENDATION: Alternative No. 1

Prepared by:
Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance, and 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	_____	_____	_____	_____



July 22, 2019

Certification of Compliance

Mr. Anthony Knight
Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377

Project: MEDEA CREEK MIDDLE SCHOOL
Application #: 03-118682
File Id #: 56-45
Scope: Alterations to 1-Multi-Purpose Building (A#52816): Kitchen Upgrades

Dear Mr. Anthony Knight:

The Department of General Services' records indicate that the construction of the referenced project has been completed in accordance with design documents approved by the Department, and that all the Verified Reports covering the construction have been received. Therefore, the Department of General Services Certifies as follows:

This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.

As stated in our letter approving the plans and specifications for this project, the Department does not review design documents or construction for compliance with the electrical, mechanical, or plumbing regulations. It is the responsibility of the professional consultants named on the application to verify compliance with appropriate parts of the California Building Code, and to submit Verified Reports documenting compliance.

Sincerely,

A handwritten signature in black ink that reads 'Ida A. Clair for'.

Ida A. Clair, AIA
Acting State Architect
Division of the State Architect
IC: zc

cc: Architect - Tania Van Herle
File

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.a. DISCUSSION ON THE 2019-2020 BUDGET

DISCUSSION

ISSUE: Shall the Board receive and discuss information in regards to assumptions and projections impacting the 2019-2020 budget for the Oak Park Unified School District?

BACKGROUND: The Board approved the 2019-2020 Budget at their June 18, 2019 meeting with the understanding that staff would be bringing back a revised budget based on actual student attendance numbers for 2019-2020 and an updated ending fund balance based on actual revenue and expenditures for 2018-2019. Staff will provide updated information based on current assumptions and projections impacting the 2019-2020 budget for Oak Park Unified School District at this evening's meeting and seek Board's direction for the revised budget to be presented at the September meeting.

RECOMMENDATION: None – Discussion and information only.

RECOMMENDATION: None – Discussion and information only.

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

Respectfully submitted,

Anthony W. Knight,
Superintendent

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.b. DISCUSSION AND APPROVAL ON SUPERVISOR PARKS' REQUEST TO CONTINUE FUNDING THE KANAN SHUTTLE FOR 2019-2020

DISCUSSION/ACTION

ISSUE: Shall the Oak Park Unified School District continue to make a contribution in 2019-2020 towards the operation of the Kanan Shuttle in order to help keep the free service?

BACKGROUND: The Kanan Shuttle began service in August, 2013. The program is a result of a grant received by the Ventura County Transportation Authority from the State of California to operate a free shuttle service between the Agoura Hills area and Oak Park. A requirement of the grant is that 20% of the cost to operate the system be paid as local contributions. The cost of the program has increased to significantly this year. The state pays 80% and Oak Park Unified School District, City of Agoura Hills, and Oak Park County Service Area #4 are responsible for the 20%. Supervisor Parks is requesting that the District increase its contribution in funding to keep the service free. The theory behind this is that our District of Choice students use the shuttle, resulting in a mitigation of traffic in the community.

FISCAL IMPACT: The recommended contribution of \$25,000.00 is the same amount contributed to this program in 2018-19. This is a General Fund expenditure and would need to be added to the 2019-20 budget.

ALTERNATIVES:

1. Approve the request to continue funding the Kanan Shuttle for 2019-2020.
2. Do not approve the request to fund the Kanan Shuttle.

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: AUGUST 20, 2019
**SUBJECT: B.2.c. DISCUSS 2019 MEASURE S BOND PRIORITY PROJECTS PLAN AND
RELATED FUNDING ISSUES**

DISCUSSION

ISSUE: Shall the Board receive information from staff relative to the update to the 2019 Measure S Bond Master Plan priorities, and discuss the proposed plan and related funding options?

BACKGROUND: At its May 7, 2019, Meeting the Board reviewed information presented by staff and held a discussion pertaining to Bond Anticipation Notes and scenarios 4, 5, and 6 for Measure S projects. After discussion the board approved Scenario 5 of Measure S plan recognizing that it is a fluid plan and that the implementation is contingent upon more specific information about future funding sources and the size of future funding sources including the risks, benefits, and costs attributed to each at that time. At this evening's meeting, staff will provide the most current information pertaining to construction costs and funding challenges. It is anticipated that several options for construction and funding alternatives will be presented for the Board's information, consideration, discussion, input, and direction to staff to revise the 2019 Measure S Master Plan and present it to the Measure S Committee at their September meeting before bringing it to the Board for approval at the September 17, 2019 Board meeting.

FISCAL IMPACT: None – for information and discussion only.

RECOMMENDATION: None – for information and discussion only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
**SUBJECT: B.2.d. APPROVE ANNUAL PURCHASING AGREEMENT BETWEEN
OPUSD AND SOFTCHOICE FOR THE CALIFORNIA MICROSOFT
STRATEGIC ALLIANCE (CAMSA 2.0)**

ACTION

ISSUE: Shall the Board Approve Annual Purchasing Agreement between OPUSD and SoftChoice for the California Microsoft Strategic Alliance (CAMSA 2.0)?

BACKGROUND: This Agreement will provide a wider range of infrastructure and end user licenses. In the past the District has contracted with SHI International Corporations for CAMSA 1.0. The agreement for CAMSA 2.0 is negotiated at a statewide level by California Educational Technology Professionals Association (CETPA). The changes to the Microsoft infrastructure and new CAMSA 2.0 licensing will continue to allow the District to move in an innovative and efficient model that will provide users with a better experience, secure data, and better support. This will terminate the previous contract with SHI International Corporations for CAMSA 1.0.

FISCAL IMPACT: The cost for this service agreement, is \$11,000 and is included in the 2019-2020 Board approved adopted budget.

ALTERNATIVES:

1. Approve Annual Purchasing Agreement between the District and SoftChoice for the (CAMSA 2.0).
2. Do not approve the Approve Annual Purchasing Agreement between the District and SoftChoice for the (CAMSA 2.0).

RECOMMENDATION: Alternative No. 1

Prepared by:
Enoch Kwok, Director Information Technology
Adam Rauch, Asst. 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	_____	_____	_____	_____

RESELLER AGREEMENT
Between Kings County Office of Education and Softchoice Corporation

This Reseller Agreement ("Agreement") is made and entered into as of July 31, 2019, between the Kings County Office of Education, ("COE") a public agency organized under the laws of California, and Softchoice Corporation, a corporation, organized under the laws of the State of New York, ("Contractor") for the purpose of implementing a software purchase and license program for the public agencies. Contractor and COE may singularly be identified as "Party" and collectively referred to as "Parties".

RECITALS

WHEREAS, COE wishes to obtain software licenses from Microsoft for the use and benefit of its faculty, staff (and students); and

WHEREAS, COE wishes to enter into a Volume Licensing Agreement with Microsoft for Volume Licensing Agreement software licenses; and

WHEREAS, Pursuant to the Volume Licensing Agreement with Microsoft, COE is required by Microsoft to retain an authorized reseller ("Reseller") for the procurement of the software licenses and licensing support; and

WHEREAS, COE further desires the assistance of a Reseller in the implementation and administration of license procurement and licensing support; and

WHEREAS, COE published a Request for Proposal for a Reseller and selected Contractor as the successful candidate; and

WHEREAS, Pursuant to Public Contract Code section 20118 and the terms of this Agreement, other public agencies in the State of California may "piggyback" this agreement under the same terms and conditions found herein; and

NOW THEREFORE, FOR GOOD AND SUFFICIENT CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

1. **Purpose of the Agreement:** Contractor shall procure licenses for Microsoft products and provide assistance to COE in support of these purchases.
2. **Definitions:** The following terms, as used herein, shall have the following meanings:
 - a. "Effective Date of the Agreement" shall mean the date when the Agreement has been fully executed by the Parties.
 - b. "Manufacturer" will mean Microsoft Corporation.
 - c. "Piggybacking of Contract" shall mean the ability of a school COE or eligible public agency to participate in the contract pursuant to the provisions of Public Contract Code section 20118.

3. **Documents Incorporated Into this Agreement:** The following documents shall be deemed incorporated and shall be referenced as being part of this Agreement:
 - a. COE's Request for Proposals
 - b. Pricing Schedule
4. **Term of Agreement:** The term of this Agreement shall be for three (3) years, commencing from the Effective Date of the Agreement. The parties may extend this Agreement by an additional two (2) terms of one (1) year each term.
5. **Pricing Information:** Contractor agrees that pricing provided in the Pricing Schedule shall not change for the term of this Agreement. Changes in Manufacturer's product selection are to take effect immediately upon the effective date of the Manufacturer's changes. Other changes to price lists and postings will take effect on the dates set by COE and the Contractor.
6. **Account Manager/Staffing:** Contractor will provide a regularly assigned Account Manager and adequate staffing to service and manage all aspects of the account in a timely and efficient manner.
7. **Account Staff Quality:** Members of the Contractor support team shall be thoroughly trained and experienced in the requirements and processes related to Microsoft agreements, academic licensing programs, related software assurance benefits, and Microsoft products and solutions. At COE's request, Contractor shall provide additional training as needed to ensure adequate support is provided to COE.
8. **Full Scope Software Support:** Contractor shall provide and support the electronic software distribution program for students, faculty, and staff, in support of student option benefits, Office Pro Plus benefit and other qualifying academic licensing benefits.
9. **Microsoft Authorized Reseller:** It shall be a condition of this Agreement that the Contractor is and shall remain a Microsoft-authorized Reseller ("Reseller"). The failure of the Contractor to remain a Microsoft-authorized Reseller shall be a material breach of the Agreement and the COE may terminate the Agreement.
10. **Initial Microsoft Implementation:** Contractor shall execute the numerous enrollment options available from Microsoft. Contractor shall thoroughly review the provisions of the Microsoft agreement, submit an executed Enrollment Agreement and obtain an Enrollment Number, prior to placing an order under this Agreement.
11. **Initial Customer Enrollment:** Contractor shall work closely COE and ensure the required documentation is in place as needed. Contractor shall be responsible for servicing and administering enrollment under the agreement, ensuring prompt processing of enrollment forms, and insuring enrollment conforms to the requirements of the Microsoft agreement.

12. Piggybacking, E-Rate and K12 Voucher: Contractor shall be conversant in assisting COE to make contracts or payments under the alternative processes listed below:

- a. *Piggybacking*: Public agencies who elect to participate contractually in the Program through a contract process called "Piggybacking."
- b. *E-Rate*: COE may also attempt to receive further discounting through the E-Rate process. Contractor will assist COE in modifying the Program to reflect the Piggybacking and E-Rate processes. Contractor shall have, at the time this contract is signed, a current USAC Service Provider Identification Number ("SPIN") and agree to keep their SPIN current for each year of the term of this Agreement.

13. Incidental and Accessory Duties: Contractor shall perform all other necessary incidental and accessory duties as needed to fulfill its duties under this Agreement.

14. Indemnity and Warranty Disclaimer: Each party, as indemnitor, agrees to indemnify, defend, and hold harmless the other party and its affiliates and their respective officers, directors, trustees, agents, servants and employees with respect to all losses, damages, costs, charges, demands and expenses (including attorneys fees), arising out of or resulting from a third-party claim, suit or proceeding based on: (i) such Party's breach of any representation or warranty set forth in this Agreement; or (ii) Any such Party's breach of any obligation under this Agreement. An indemnifying party shall not be required to indemnify any Party who is determined by final judgment to be solely at fault. COE acknowledges that Contractor has no control over the technology of the Manufacturer, and therefore cannot indemnify COE for claims that the software infringes any patent, copyright, trademark, trade secret or other intellectual property right. Contractor will pass through to COE any indemnities provided to Contractor by the Manufacturer, provided that such transfer is permitted by the Manufacturer. COE acknowledges that Contractor is not the manufacturer of the products and the only warranties offered are those that may be offered by the Manufacturer. Contractor shall pass through to COE any warranties provided to Contractor by the applicable Manufacturer, provided that such transfer is permitted by such Manufacturer. In purchasing the products, COE is relying on the Manufacturer's specifications only. CONTRACTOR HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESS OR IMPLIED, IN FACT OR IN LAW, RELATED TO PRODUCTS SOLD UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE. THIS DISCLAIMER DOES NOT AFFECT THE TERMS OF ANY MANUFACTURER'S WARRANTY.

15. Modification of Agreement: This Agreement may be modified only by an agreement in writing between the Parties.

16. Non-Endorsement: Contractor shall not use COE's name or the Program in marketing products or services to parties not covered by this Agreement in a way which states or implies that COE endorses a particular product or service of the Contractor.

17. Breach of Agreement: Any material breach of the terms and conditions of this Agreement by the Contractor, which is not remedied within ten (10) days of receipt of written notice from COE, shall allow COE to terminate the agreement for cause.

18. Termination of Agreement: COE reserves the right to cancel the Agreement for its convenience, upon ninety (90) days notice to Contractor. In such event, the contractor's recourse shall be limited to its actual costs and in no instance shall damages include lost profits or consequential damages.

19. Proof of Insurance:

a. Contractor shall obtain Commercial and General Liability Insurance with a per occurrence minimum limit of \$1,000,000 and \$2,000,000, aggregate.

b. Within ten (10) days of the execution of this Agreement, and prior to commencing work under this Agreement, Contractor shall have obtained all insurance and endorsements for such insurance and delivered them to COE in duplicate for approval by COE. Endorsements and insurance policies shall not be canceled or reduced in required limits of liability or amounts of insurance, without Contractor providing COE at least thirty (30) days' written notice of any such cancellation or reduction. Endorsements shall state in particular, those insured, location and operation to which insurance applies, expiration date and cancellation and reduction notice.

20. Limitation of Liability: Neither party will be liable to the other for special, punitive, indirect, incidental or consequential damages including, but not limited to, loss of or damage to data, loss of anticipated revenue or profits, work stoppage or impairment of assets, provided however that for the avoidance of doubt, damages arising in connection with obligations of indemnification hereunder shall be deemed to be direct damages for which recovery shall not be barred by this paragraph. COE AGREES THAT CONTRACTOR'S TOTAL AND AGGREGATE LIABILITY FOR ANY LOSS, DAMAGE, COST OR EXPENSE SUFFERED OR INCURRED BY COE ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ANY PRODUCT IS HEREBY LIMITED TO THE DOLLAR AMOUNT PAID BY COE FOR THE PRODUCT GIVING RISE TO THE CLAIM.

21. Provisions Required by Law: Each and every provision of law and clause required to be inserted in this Agreement shall be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein, if though mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party to the Agreement shall forthwith be physically amended to make such insertion or correction.

22. Waiver: Unless otherwise agreed to in writing, neither party's waiver of the other's breach of any term or condition contained in this Agreement shall be deemed to be a waiver of any subsequent breach of the same or any other term or condition of this Agreement.

- 23. Notice and Service:** All notices from one party to the other under this Agreement shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. All notices shall be delivered or sent to the parties at their respective addresses or numbers shown below as a party may designate by prior notice, in accordance with this provision to the other party. Notice shall be by both email and hard copy in the United States mail.

If to Contractor:

Softchoice Corporation
173 Dufferin St. Suite 200
Toronto ON M6K 3H7 Canada
Attn: Legal Department

If to COE:

Edward Bonham, Chief Technology Officer
1144 W. Lacey Blvd.
Hanford, CA 93230
edwardb@kingscoe.org

- 24. Assignment:** This Agreement is not assignable by the Contractor without COE's prior written consent, which consent will not be unreasonably withheld. The Assignee shall first provide COE a written notice that it will agree to be bound by the terms and conditions of this Agreement. Any purported assignment of this in violation of this Section shall be null and void and shall constitute a material breach of this Agreement.
- 25. Arbitration of Disputes:** If any dispute should arise under this agreement, it is agreed that COE and Contractor shall meet first to review and negotiate in good faith their differences. If the parties cannot resolve their dispute informally, the dispute shall be determined by binding arbitration, administered by Judicial Arbitration and Mediation Service ("JAMS") in Los Angeles, California, pursuant to its Comprehensive Arbitration Rules and Procedures or Streamlined Arbitration Rules (as determined pursuant to these rules according to the amount in controversy.) An action to enforce the arbitration ruling may be brought in any court in California having jurisdiction.
- 26. Governing Law and Venue:** This Agreement shall be governed by the laws of the State of California and all disputes shall be and venue shall be exclusively in the federal and or state courts located in Kings County, California.
- 27. Integration Clause:** This Agreement, (including all of the documents attached hereto or specified herein), represents the entire agreement of the Parties and supersedes all previous understandings and agreements between the parties, whether oral or written.
- 28. Severability:** Every provision of this Agreement is intended to be severable. If any term or provision hereof is declared or held illegal or void, in whole or in part for any reason

whatsoever, such illegality or invalidity shall not affect the validity or enforceability of the remainder of the Agreement, and such provision shall be deemed amended or modified to the extent, but only to the extent, necessary to cure such illegality or invalidity.

29. Execution in Counterpart: This Agreement may be executed in counterpart.

30. Governing Board Approval: This Agreement is subject to approval by the Governing Board of the Kings County Office of Education, and does not become effective until and unless such approval is obtained.

Signed by each party's authorized representative:

KINGS COUNTY OFFICE OF EDUCATION



By: Todd Barlow

Title: Superintendent

Date: July 7, 2019

SOFTCHOICE CORPORATION

Linda Millage

By: Linda Millage

Title: VP Finance

Date: July 31, 2019



618-1/4529927.1









PS_KCOESoftchoiceSignedResellerAgreement

Final Audit Report

2019-07-31

Created:	2019-07-31
By:	Lauren McCarthy (Lauren.Mccarthy@Softchoice.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbHZzwQtJEKghqGsz_UHBt0QHoJq-gno9

"PS_KCOESoftchoiceSignedResellerAgreement" History

-  Document created by Lauren McCarthy (Lauren.Mccarthy@Softchoice.com)
2019-07-31 - 5:25:29 PM GMT- IP address: 72.15.59.2
-  Document emailed to Paul Sharp (paul.sharp@softchoice.com) for approval
2019-07-31 - 5:27:58 PM GMT
-  Email viewed by Paul Sharp (paul.sharp@softchoice.com)
2019-07-31 - 5:28:43 PM GMT- IP address: 24.150.188.180
-  Document approved by Paul Sharp (paul.sharp@softchoice.com)
Approval Date: 2019-07-31 - 5:28:50 PM GMT - Time Source: server- IP address: 24.150.188.180
-  Document emailed to Linda Millage (linda.millage@softchoice.com) for signature
2019-07-31 - 5:28:51 PM GMT
-  Email viewed by Linda Millage (linda.millage@softchoice.com)
2019-07-31 - 6:05:13 PM GMT- IP address: 72.15.59.2
-  Document e-signed by Linda Millage (linda.millage@softchoice.com)
Signature Date: 2019-07-31 - 6:05:30 PM GMT - Time Source: server- IP address: 72.15.59.2
-  Signed document emailed to Paul Sharp (paul.sharp@softchoice.com), Linda Millage (linda.millage@softchoice.com) and Lauren McCarthy (Lauren.Mccarthy@Softchoice.com)
2019-07-31 - 6:05:30 PM GMT

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.2.e. APPROVE SERVICE CONTRACT WITH SPECTRUM FOR OPUSD'S SECONDARY ISP CIRCUIT

ACTION

ISSUE: Shall the Board Approve the Service Contract with Spectrum for OPUSD's Secondary ISP Circuit?

BACKGROUND: This circuit replaces a 200MB Fiber optic circuit that we had shutdown because we lost ERATE discount funding for it. The new circuit is a lower cost cable modem based circuit with lower guaranteed throughput, that will be used as a backup line for our VOIP telephone system. It will also function as an emergency backup to our main ISP service through VCOE.

FISCAL IMPACT: The cost for this service agreement, is \$250 per month and is significantly lower than the discontinued 200MB fiber optic circuit. This is included in the Board cost of service is reflected in the approved 2019-2020 adopt budget.

ALTERNATIVES:

1. Approve the Service Contract with Spectrum for OPUSD's Secondary ISP Circuit.
2. Do not approve the Service Contract with Spectrum for OPUSD's Secondary ISP Circuit.

RECOMMENDATION: Alternative No. 1

Prepared by:
Enoch Kwok, Director Information Technology
Adam Rauch, Asst. 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	_____	_____	_____	_____

Customer Service Order

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Dan Thamawatanakul
 Phone: 5626770245 ext:
 Cell Phone: +1 5623900083
 Fax:
 Email: dan.thamawatanakul@charter.com

Order # 11420578

Customer Information: Customer Code		
Business Name	OAK PARK SCHOOL DISTRICT	Customer Type: Existing Customer
Federal Tax ID	Tax Exempt Status	Tax Exempt Certificate #
*****8272		
Billing Address		Account Number
Attention To:		
5801 CONIFER ST OAK PARK CA 91377		8448200400156203
Billing Contact	Billing Contact Phone	Billing Contact Email Address
Enoch Kwok	(818) 735-3201	ekwok@oakparkusd.org
Authorized Contact	Authorized Contact Phone	Authorized Contact Email Address
Adam Rauch	(818) 735-3201	arauch@opusd.org
Technical Contact	Technical Contact Phone	Technical Contact Email Address
Enoch Kwok	(818) 735-3201	ekwok@oakparkusd.org

Internet and TV Services Order Information For 5801 CONIFER ST COAX OAK PARK CA 91377

Service Type

High Speed Internet (HSD)
IPs (Internet Addresses)

New and Revised Services and Monthly Charges At 5801 CONIFER ST Unit COAX, OAK PARK CA 91377

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
Spectrum Business Internet Ultra	1	\$199.99	\$199.99	Month to Month
Static IP 5	1	\$24.99	\$24.99	Month to Month
*Total			\$224.98	

*Prices do not include taxes and fees.

One Time fees At 5801 CONIFER ST Unit COAX, OAK PARK CA 91377

Description	Quantity	Sales Price	Total
Internet Installation	1	\$99.00	\$99.00
Total			\$99.00

*Prices do not include taxes and fees.

Special Terms**Electronic Signature Disclosure**

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Authorized Signature for Customer

Printed Name and Title

Date Signed



SPECTRUM ENTERPRISE SERVICE AGREEMENT

The customer identified below ("Customer") hereby acknowledges and agrees to the Commercial Terms of Service available at <https://enterprise.spectrum.com/> ("Terms of Service"), which are incorporated herein by this reference, with respect to any service order(s) placed by Customer and accepted by Spectrum hereafter (each, a "Service Order"), which together with this agreement constitute the "Service Agreement" by and between the Customer and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Contact Information	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Dan Thamawatanakul Telephone: 5626770245 Email: dan.thamawatanakul@charter.com

Customer Information				
Customer Name (Exact Legal Name): OAK PARK SCHOOL DISTRICT			Main Tel. No.:	
Billing Address: 5801 CONIFER ST	Suite:	City: OAK PARK	State: CA	Zip Code: 91377
Billing Contact Name: Enoch Kwok	Tel.No.: (818) 735-3201		E-mail: ekwok@oakparkusd.org	
Authorized Contact Name: Adam Rauch	Tel.No.: (818) 735-3201		E-mail: arauch@opusd.org	

BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS OF SERVICE, INCLUDING THE ARBITRATION SECTION THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICE AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

Customer: OAK PARK SCHOOL DISTRICT

By:

Name (printed):

Title:

Date:

Signature:

Email: ekwok@opusd.org

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.f. RATIFY AWARD OF CONTRACT FOR MEASURE S PROJECT 19-13S, SAFETY/SECURITY FENCING AT OAK HILLS ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board ratify the award of a construction contract by the Superintendent for Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School?

BACKGROUND: At its June 18, 2019 meeting, the Board authorized the Superintendent to award construction contract for Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School to the lowest responsive and responsible bidder, subject to the Board's subsequent ratification.

The budget authorized by the Board for this work is \$176,000, including a 10% contingency. On June 21, 2019, two proposals were received in response to the District's call for bids for this project. The following is a recap of the bids received; bid amounts are Base Bid only, as no alternates were requested:

<u>Bidder</u>	<u>Bid Amount</u>
Fence Factory	\$117,765.72
Carter Fence Company	\$141,435.00

Based on the recommendation of District staff, Balfour Beatty Construction (BBC), and the Facility Planning Subcommittee, the Superintendent awarded a construction contract for Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School, to Fence Factory of Moorpark, California, in the amount of \$117,765.72, as the lowest responsive and responsible bidder. Attached are the bid recap, analysis, and recommendation prepared by BBC.

FISCAL IMPACT: The recommended ratification of the award of contract in the amount of \$117,765.72 is within the Board approved authorized budget of \$176,000.00.

ALTERNATIVES:

1. Ratify the award of a construction contract by the Superintendent for Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School to Fence Factory, in the amount of \$117,765.72, as lowest responsive and responsible bidder for this work.
2. Do not ratify the award.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, AUGUST 20, 2019

Ratify Award of Contract for Measure S Project 19-13S,
Safety/Security Fencing at Oak Hills Elementary School

Page 2

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

Balfour Beatty Construction



Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377
Attn: Martin Klauss, Assistant Superintendent Business Services

June 20, 2019

Subject: Measure "S"
Oak Park Unified School District
Oak Park, CA

Re: Project 19-13S Safety & Security Fencing at Oak Hills Elem. School
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for 19-13S Safety Security Fencing at Oak Hills Elementary School. The following company's submitted bids in the order listed. This Project is indicated in the updated Master Plan update approved by the Board on May 7, 2019 and is scheduled to be completed by August 31, 2019.

CONTRACTOR	BASE BID	Add Alternate	Total Bid
<i>Fence Factory</i>	\$117,765.72	n/a	\$117,765.72
<i>Carter Fence</i>	\$141,345.00	n/a	\$141,345.00

It is our recommendation that the Superintendent of Schools, per authorization by the Board of Education at its June 18, 2020 board meeting, proceed with issuing a Notice of Award to Fence Factory. The Total Project Budget totaling \$135,041.57 will include the \$117,765.72 construction cost, a \$5,000.00 allowance for the relocation of the existing sprinkler system, and a \$12,276.72 contingency (10%).

Should you have any questions or require any additional information, please contact me at any time.

Respectfully,

A handwritten signature in blue ink, appearing to read "D. Kuykendall", with a stylized flourish at the end.

Dennis Kuykendall
Senior Project Executive, Balfour Beatty Construction

cc. Brendan Callahan, OPUSD
Leon Cavallo, BBC
Keith Henderson, BBC



MATERIAL SALES AND CONTRACTING BRANCHES
1-800-61 FENCE

WEB ADDRESS:
WWW.FENCEFACTORY.COM

PROPOSAL & CONTRACT

Contractors License No. 275524

DATE: 6/13/2019

THROUGHOUT THE TRI-COUNTIES

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

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

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

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

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

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

Proposal Submitted:	Oak Park Unified School District	Address:	5801 Conifer Street
City:	Oak Park	CA	Zip Code: 91377
		Phone:	818-735-3200
		Job Phone:	Keith Henderson 805-264-4133
Job Name:	Job Location: <u>khenderson@OPUSD.org</u>		
	Crash Out Gates and Iron Picket Fencing - (Oak Hills Elementary School)		
1. Subject to the terms, provisions and conditions of this proposal and Contract and any attached Estimator's Sheet, Exhibits, Plans or Specifications, Fence Factory, hereinafter referred to as "Contractor", agrees to furnish all necessary labor, materials, tools and equipment to perform and complete in good and workman-like manner for the above job location, the following described work.			
Supply / Install (2) Double Panel - Heavy Regal Iron Picket - Crash Out Gates			
Supply / Install (2) Single Panel - Heavy Regal Iron Picket - Crash Out Gates			
Supply / Install Approx. (800) LF. x 6'h - Heavy Regal - Iron Picket Fencing			
Includes:	(8) 4" x 4" x 10' Long - Galvanized Gate Posts - Schedule (40) (4) 4" x 4" - Galvanized Headers - Full Welded - 2 Approx. 6' / 2 Approx. 10' (97) 2" x 2" x 8' Long - Square Posts - 9 Gauge / Biased Area Posts 9' Long (100) Approx. 6'h x 8'w - Heavy Regal - Biasable - Iron Picket Panels (2) Approx. 18'w x 7'H - Double Panel Crash Out Swing Gates / H-Regal (2) Approx. 4'w x 7'H - Single Panel Crash Out Swing Gates / H- Regal (All) Gate Panels to Have 10" Kick Plates - Both Sides Expanded Metal on Double and Single Panel Gate Facing Approx. 3'w Expanded Metal Panels on Both Sides - Beside Each Gate (6) Von Duprin 99 - Exterior HD - Panic Bars - 9927EO CD 26D - 4/ 48" (6) Stainless Steel Pulls - VR910-NL 32D - Vandal Resistant f/vond 98/99 (12) Schlage LFIC Mortise Housings (12) Schlage LFIC Rim Housings (12) Schlage LFIC CE 626 IC/Cylinders - Keyed for School (6) Cylinder Dogging Kits - Von Duprin (6) 626 - S/S Blocking Rings - 3/8" (6) Keedex KBXED-V990NL-2 / Weld On Lock Boxes (6) Locinox - Mammoth HD - Hydraulic 180 Degree Gate Closers - ZILV (6) HD Drop Rods - Galvanized - Sleeved In Concrete 4" Chain Link Welded to Each Gate Panel, to Secure At Night - 8 Pieces		
Note:	(All) Gates, Posts, Headers, Iron Picket Panels, Caps - Powder Coated		
Total: Labor and Materials / Including Bonds			\$117,765.72
***** THIS IS A PREVAILING WAGE BID *****			
***** FENCE BUILDER CARPENTER CLASSIFICATION *****			
***** DIR 1000003937 *****			

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

NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

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

ACCEPTED AND AUTHORIZED AT: Moorpark, CALIFORNIA BY:

ssalerno@fencefactory.com

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

DATED: 7/15/19

COMPANY OR OWNER

PRINT NAME

PRINT TITLE

SIGNATURE

Adam Rauch

Asst. Supt. Business Services

Proj 19-138

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.2.g. RATIFY AWARD OF CONTRACTS FOR MEASURE S
PROJECT 19-16S, PHASE 2 SAFETY/SECURITY FENCING AT RED
OAK ELEMENTARY SCHOOL**

ACTION

ISSUE: Shall the Board ratify the award of a construction contract by the Superintendent for Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School?

BACKGROUND: At its June 18, 2019 meeting, the Board authorized the Superintendent to award construction contract for Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School to the lowest responsive and responsible bidder, subject to the Board's subsequent ratification.

The budget authorized by the Board for this work is \$75,873, including a 10% contingency. On June 21, 2019, two proposals were received in response to the District's call for bids for this project. The following is a recap of the bids received; bid amounts are Base Bid only, as no alternates were requested:

<u>Bidder</u>	<u>Bid Amount</u>
Carter Fence Company	\$ 68,975.00
Fence Factory	\$ 78,567.59

Based on the recommendation of District staff, Balfour Beatty Construction (BBC), and the Facility Planning Subcommittee, the Superintendent awarded a construction contract for Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School, to Carter Fence Company of North Hollywood, California, in the amount of \$68,975.00, as the lowest responsive and responsible bidder. Attached are the bid recap, analysis, and recommendation prepared by BBC.

FISCAL IMPACT: The recommended ratification of the award of contract in the amount of \$68,975.00 is within the Board approved authorized budget of \$75,873.00.

ALTERNATIVES:

1. Ratify the award of a construction contract by the Superintendent for Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School to Carter Fence Company, in the amount of \$68,975.00, as lowest responsive and responsible bidder for this work.
2. Do not ratify the award.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, AUGUST 20, 2019

Ratify Award of Contracts for Measure S Project 19-16S,
Phase 2 Safety/Security Fencing at Red Oak Elementary School
Page 2

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

Balfour Beatty Construction



Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377
Attn: Martin Klauss, Assistant Superintendent Business Services

June 20, 2019

Subject: Measure "S"
Oak Park Unified School District
Oak Park, CA

Re: Project 19-16S Safety & Security Fencing Phase 2 at Red Oak Elem. School
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for 19-16S Safety Security Fencing at Red Oak Elementary School. The following company's submitted bids in the order listed. This Project is indicated in the updated Master Plan update approved by the Board on May 7, 2019 and is scheduled to be completed by August 31, 2019.

CONTRACTOR	BASE BID	Add Alternate	Total Bid
<i>Carter Fence</i>	\$68,975.00	n/a	\$68,975.00
<i>Fence Factory</i>	\$78,567.59	n/a	\$78,567.59

It is our recommendation that the Superintendent of Schools, per authorization by the Board of Education at its June 18, 2020 board meeting, proceed with issuing a Notice of Award to Carter Fence. The Total Project Budget totaling \$75,872.50 will include the \$68,975.50 construction cost and a \$6,875.50 contingency (10%).

Should you have any questions or require any additional information, please contact me at any time.

Respectfully,

A handwritten signature in blue ink that reads "Dennis Kuykendall".

Dennis Kuykendall
Senior Project Executive, Balfour Beatty Construction

cc. Brendan Callahan, OPUSD
Leon Cavallo, BBC
Keith Henderson, BBC

Received _____ By _____ Set _____ Comp _____

PROPOSAL/CONTRACT

No 97233

Contractor's License #304464

We Also Accept



CARTER

FENCE CO. INC

Since 1946



carterfence.com

13207 SHERMAN WAY
NORTH HOLLYWOOD, CA 91605-4649

(818) 765-0844 (818) 983-1515

(861) 257-2002 (805) 517-1136

Fax (818) 765-0360

RED OAK PHASE 2
proj 19-16S

TO: OAK PARK UNIFIED SCHOOL DISTRICT 5801 CONIFER STREET OAK PARK, CA 91377
 PHONE (C) 805-264-4133 EMAIL: KHENDERSON@OPUSD.ORG ATTN: KEITH HENDERSON DATE 5/28/19

TO FURNISH AS SPECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:									
RED OAK ELEMENTARY SCHOOL 4857 ROCKFIELD STREET OAK PARK, CA 91377									
140' LINEAL FEET OF FENCING, WITHOUT TOP RAIL, AS SPECIFIED HEREIN.	140' HEAVY REGAL lin. ft. complete fence	0/I	DARK BROWN style, appr.	72" 1 1/2" RAIL in. high	3/4" PICKETS ga.	mesh	MAP PAGE		
FENCE HEIGHT OVERALL 6' AND 8' FT.	lin. ft. complete fence		style, appr.	in. high	ga.	mesh	OFFICE USE ONLY. *NOTE: SINGLE EXPANDED METAL BACKING ON ALL CRASH OUT GATES AND SIDE PANELS		
INCLUDING NONE STRANDS OF BARBED WIRE	lin. ft. complete fence		style, appr.	in. high	ga.	mesh			
FRAMEWORK TO BE ORNAMENTAL IRON	LINE POSTS for 6' fence to be	2 1/2" SQ	DARK BROWN O.D. set in	2' feet of concrete, spaced	(+/-)	8' feet on center			
ORNAMENTAL IRON IS SUBJECT TO RUST. PAINT WARRANTY IS 60 DAYS.	LINE POSTS for	fence to be	O.D. set in	feet of concrete, spaced		feet on center			

DIAGRAM (SEE ATTACHED DIAGRAM)

"PHASE #2"

*INSTALL 140' OF NEW 6' HIGH PRE-GALVANIZED POLYCOAT CUSTOM DARK BROWN COLOR HEAVY REGAL STYLE ORNAMENTAL IRON FENCE PLUS (2) 8' X 7' HIGH HEAVY REGAL STYLE DOUBLE GATES WITH VON DUPRIN #99 CRASH OUT LOCK WITH PULL HANDLE AND KEYED ENTRY, VERTICAL ROD LATCH TO OVERHEAD TRANSOM AND CONCRETE, 10" STEEL KICKPLATES, EXPANDED METAL BACKING ON GATES AND SIDE PANELS, AND LOCINOX MAMMOTH 180 SELF CLOSE HINGES AND (1) 5' X 7' HIGH HEAVY REGAL STYLE SINGLE GATE WITH VON DUPRIN #99 CRASH OUT LOCK WITH PULL HANDLE AND KEYED ENTRY, DROP ROD, TRANSOM, 10" STEEL KICKPLATE, EXPANDED METAL BACKING ON GATE AND SIDE PANELS, AND LOCINOX MAMMOTH 180 SELF CLOSE HINGES.

*NOTE: CUSTOMER TO DETERMINE COLOR OF NEW FENCE AND GATES

*NOTE: THIS QUOTE DOES NOT INCLUDE INSTALLATION OF MOW CURB FOR NEW FENCE- MOW CURB INSTALLATION BY OTHERS, NOT CARTER FENCE CO.

*NOTE: THIS QUOTE INCLUDES PAYMENT AND PERFORMANCE BONDS

21'	DARK BROWN Lin. ft. of top rail	4" SQ (TRANSOM) O.D.
Lin. ft. of top rail O.D.		
CORNER POSTS 2 1/2" SQ	DARK BROWN O.D. set in	2' (+/-) ft. of concrete
CORNER POSTS 2 1/2" SQ	DARK BROWN O.D. set in	6" FLANGE / CORE ft. of concrete
END POSTS 2 1/2" SQ	DARK BROWN O.D. set in	6" FLANGE / CORE ft. of concrete
END POSTS 2 1/2" SQ	DARK BROWN O.D. set in	2' (+/-) ft. of concrete
GATE POSTS 4" SQ	DARK BROWN O.D. set in	8" FLANGE / CORE ft. of concrete
GATE POSTS	O.D. set in ft. of concrete	
SINGLE Gate 5' X 7'	Opening 1 1/2" SQ	O.D. Frame
DOUBLE Gate 8' X 7'	Opening 1 1/2" SQ	O.D. Frame
Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any question concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.		

TERMS: MATERIAL AND PROGRESS BILLING

Property owned by: _____ Taxes, if any, are included in the contract price.

ACCEPTANCE: This proposal, signed this _____ day of _____, 20____ becomes a contract when accepted by the seller, subject to the printed conditions on the reverse side hereof, and is not subject to cancellation.

Due to an unstable steel market, prices to be confirmed upon acceptance of proposal

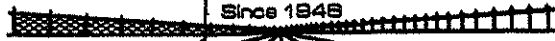
BY: DUSTIN COFFERX [Signature]PRICE \$ 68,975⁰⁰

*NOTE: THIS QUOTE IS BASED ON CALIFORNIA PREVAILING WAGE WITH NORMAL WORKING HOURS MONDAY-FRIDAY

Carter Fence Co., Inc. is not responsible for location or repair of underground utilities, sprinkler lines/systems, and/or location of property and fence lines. Any permits or engineering, if required, is customer's responsibility.

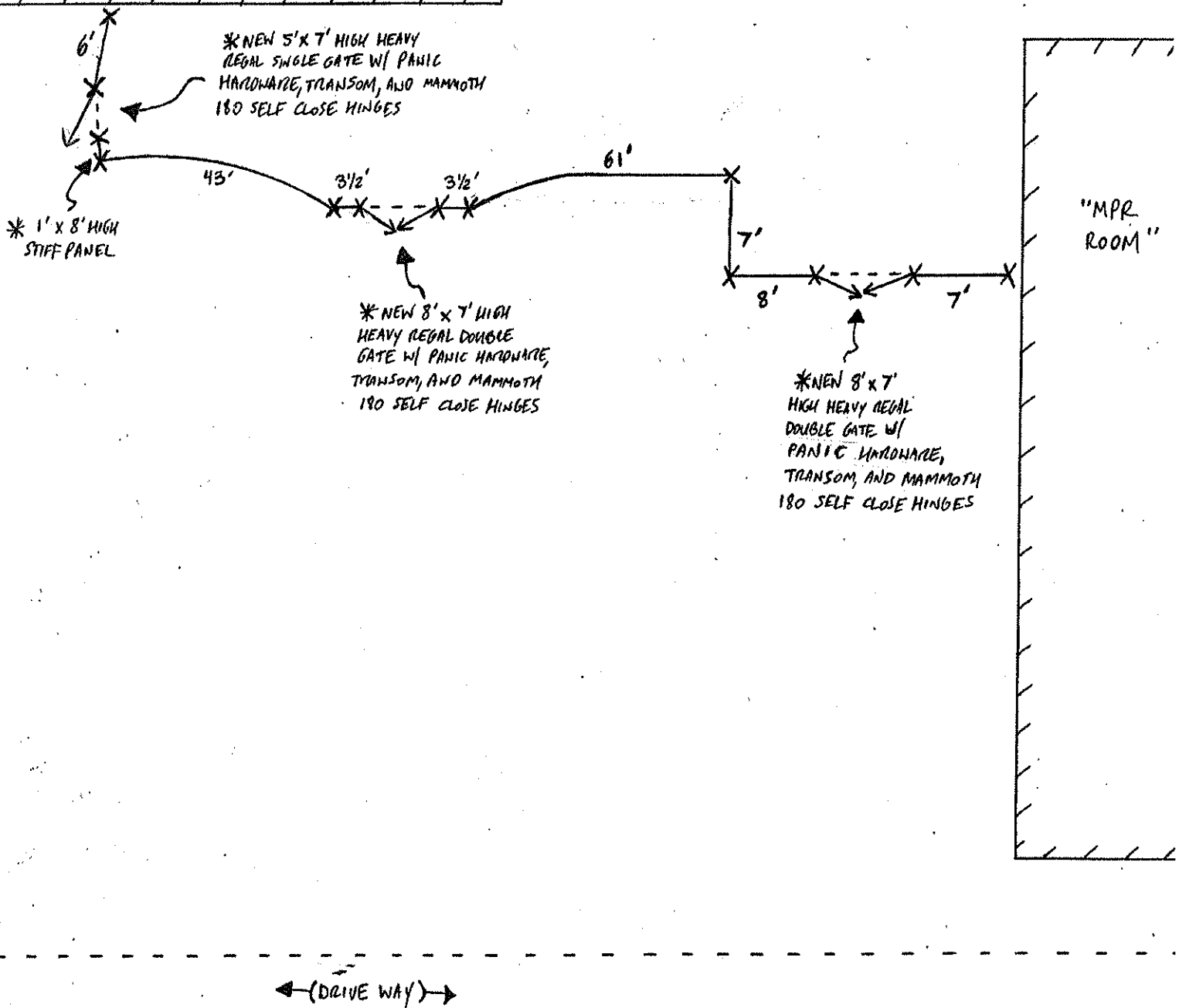
CARTER FENCE CO. INC

Since 1948



"BLDG."

13207 Sherman Way No. Hollywood, CA 91605 - 4849
(818) 983-1515 (818) 765-0844 (661) 257-2002 (805) 517-1136
Fax (818) 765-0360 Contr. Lic. #304484



TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.2.h. RATIFY AWARD OF CONTRACTS FOR PROPOSITION 39
PROJECT 19-18F, HVAC SYSTEM REPLACEMENT AT
RED OAK ELEMENTARY SCHOOL**

ACTION

ISSUE: Shall the Board ratify the award of construction and equipment contracts by the Superintendent for Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School?

BACKGROUND: At its June 18, 2019 meeting, the Board authorized the Superintendent to award construction and equipment contracts for Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School to the lowest responsive and responsible bidders, subject to the Board's subsequent ratification.

The budget authorized by the Board for this work is \$300,000 including a 10% contingency. During the second and third weeks of June 2019, the District solicited proposals from its list of approved CUPCCA contractors for the work and equipment required for this project. The following is a recap of the lowest responsive and responsible bids received for the services and equipment to be provided:

Company	Construction/Equipment	Bid Amount
Lennox Industries	HVAC Equipment	\$ 178,153
Controlled Elements	Equipment Installation	\$ 104,120
Bragg Crane Services	Crane Services	\$ 6,100
Agoura Wholesale/Home Depot	Switch Gear Equipment	\$ 3,360
Johnstone Supply	Thermostats	\$ 6,658
Total Amount		\$ 298,391

Based on the recommendation of District staff, KKW Engineering, and the Facility Planning Subcommittee, the Superintendent awarded construction and equipment contracts for Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School, to each of the companies listed above in the amounts stated, as the lowest responsive and responsible bidders. The contracts for services with the above vendors is available at: <http://bit.ly/2ZK1IJG>

FISCAL IMPACT: This project is included in the District's Proposition 39 Plan (Years 3-5) approved by the Board and the California Energy Commission in 2016, and the contracts recommended for ratification in the amount of \$298,391 are within the Board authorized budget of \$300,000.

BOARD MEETING, AUGUST 20, 2019

Ratify Award of Contracts for Proposition 39 Project 19-18F,
HVAC System Replacement at Red Oak Elementary School
Page 2

ALTERNATIVES:

1. Ratify the award of construction and equipment contracts by the Superintendent for Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School to Lennox Industries, in the amount of \$178,153, to Controlled Elements, in the amount of \$104,120, to Bragg Crane Services, in the amount of \$6,100, to Agoura Wholesale/Home Depot, in the amount of \$3,360, and to Johnstone Supply, in the amount of \$6,658, all as lowest responsive and responsible bidders for this work.
2. Do not ratify the award.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director, Bond Programs, Sustainability, Maintenance and Operations
Adam Rauch, Assistant Superintendent, Business 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: AUGUST 20, 2019

SUBJECT: B.2.i. RATIFY AWARD OF CONTRACTS FOR MEASURE S PROJECT 19-19S, ART COURT BUILDOUT AND EQUIPMENT PURCHASE AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board ratify the award of construction and equipment contracts by the Superintendent for Measure S Project 19-19S, Art Court Buildout and Equipment at Oak Park High School?

BACKGROUND: At its June 18, 2019 meeting, the Board authorized the Superintendent to award construction contracts for Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School to the lowest responsive and responsible bidders, subject to the Board's subsequent ratification.

The budget authorized by the Board for this work is \$200,000 including a 10% contingency. During June and July 2019, the District solicited proposals from its list of approved CUPCAA contractors and from instructional equipment suppliers as identified by the OPHS art department for the work and equipment required for this project. The following is a recap of the lowest responsive and responsible bids received for the work to be provided:

Company	Construction/Equipment	Bid Amount
Precision Plumbing Mechanical	Gas and water lines.	\$13,525.00
Thousand Oaks Electric	Electrical panel, receptacles, lighting	\$35,946.00
Fence Factory	Chain Link Fencing w/slats	\$15,536.00
Total Amount		\$65,007.00

Based on the recommendation of District staff, Balfour Beatty Construction (BBC), and the Facility Planning Subcommittee, the Superintendent awarded construction contracts for Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School, to each of the companies listed above in the amounts stated, as the lowest responsive and responsible bidders. Attached are the bid recap, analysis, and recommendation prepared by BBC.

FISCAL IMPACT: This project is included in Board-approved Measure S Master Plan and the recommended construction and equipment contracts for ratification of \$65,007.00 is within the proposed budget of \$200,000.

BOARD MEETING, AUGUST 20, 2019

Ratify Award of Contracts for Measure S Project 19-19S,
Art Court Buildout and Equipment Purchase at Oak Park High School
Page 2

ALTERNATIVES:

1. Ratify the award of construction contracts by the Superintendent for Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School to Precision Plumbing Mechanical, in the amount of \$13,525, to Thousand Oaks Electric, in the amount of \$35,946, and to Fence Factory, in the amount of \$15,536, all as lowest responsive and responsible bidders for this work.
2. Do not ratify the award.

RECOMMENDATION: Alternative No. 1

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

Balfour Beatty Construction



Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377
Attn: Adam Rausch, Assistant Superintendent Business Services

Aug. 7, 2019

Subject: Measure "S"
Oak Park Unified School District
Oak Park, CA

Re: Project 19-19S Oak Park HS Art Court Phase 2
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Rausch,

The District has received informal bids for the Oak Park High School Art Court Phase II per the attached bid list. The following companies submitted the lowest responsive bids. This Project was authorized by the Board for the Superintendent of Schools to Award.

CONTRACTOR	BASE BID	Add Alternate (Not applicable)	Total Bid
<i>Precision Plumbing & Mechanical</i>	\$13,525.00	\$0.00	\$13,525.00
<i>Thousand Oaks Electrical</i>	\$35,946.00	\$0.00	\$35,946.00
<i>Fence Factory</i>	\$15,536.00	\$0.00	\$15,536.00

The budget for this project is \$200,000.00 which includes construction, equipment and supplies.

It is our recommendation that the Board of Education at its Aug. 20, 2019 meeting approve the contracts for Thousand Oaks Electric, Precision Plumbing and Mechanical and Fence Factory in the combined amount of \$65,007.00. The remaining budget of \$134,993.00 will be allocated for kilns, equipment and supplies.

Should you have any questions or require any additional information, please contact me at any time.

Respectfully,



Leon Cavallo
Project Manager, Balfour Beatty Construction

Attachments: Bid Sheet Tabulation

cc. Brendan Callahan, OPUSD
Dennis Kuykendall, BBC

Oak Park Unified School District
Project #19-19S
Oak Park High School Art School

Bid Summary Sheet

Aug. 7, 2019

Bid No.	Scope	Company	Cost
1	<i>Plumbing</i>	<i>Precision Plumbing</i>	<i>\$ 13,525.00</i>
2	Plumbing	MM Mechanical	\$ 27,633.00
3	<i>Electrical</i>	<i>Thousand Oaks Electrical</i>	<i>\$ 35,946.00</i>
4	Electrical	Taft Electrical	\$ 39,820.00
5	<i>Fencing</i>	<i>Fence Factory</i>	<i>\$ 15,536.00</i>
6	Fencing	Carter Fence	\$ 16,540.00



WEB ADDRESS:
WWW.FENCEFACTORY.COM

PROPOSAL & CONTRACT

Contractors License No. 275524

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

DATE: 3/20/2019

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

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

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

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

SANTA MARIA DIVISION
2700 Santa Maria Way
Santa Maria, CA 93455
Ph. (805) 928-5848
Fax (805) 922-4826

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

Proposal Submitted: Oak Park Unified School District Address: 5801 Conifer Street

City: Oak Park CA Zip Code: 91377 Phone: 818-735-3200
Job Phone: Keith Henderson 805-264-4133

Job Name: Job Location: khenderson@OPUSD.org
Chain Link Fencing at Art Courtyard Shade Structure - Oak Park High School

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

Supply / Install Approx. (68) LF. x 10'h - Galvanized Chain Link Mesh with Slats
Supply / Install Approx. (30) LF. x 11'h - Galvanized Chain Link Mesh with Slats
Supply / Install (2) Approx. 7'w x 8'h - Single Panel Roll Gates and Track to Match

Includes: (16) Terminal / Lines Posts - Galvanized - 2 7/8" - Schedule (40)
(16) - 6" x 6" x 1/4" - Galvanized Mounting Plates - Full Welded
Posts Mounted Directly to Existing Concrete Surface
(64) - 1/2" x 3 1/2" - Anchor Bolts with S/S Hammer Set Pins - Anodized
Approx. (252) LF. x 1 5/8" - Top / Middle / Bottom Rail - Galvanized
Structural Grade - (3) Rail Design Because of Weight of Slats
Approx. (68) LF. x 10'h - Galvanized Chain Link Mesh - 9 Gauge - 2"
Approx. (30) LF. x 11'h - Galvanized Chain Link mesh - 9 Gauge - 2"
(All) Chain Link Mesh Including Roll Gates to have - Beige Slats
Privacy Link - NoodleLink Plus
(All) Hardware Required for Proper Installation - Galvanized - Heavy
Tension Bands, Brace Bands, Tension Bars, Etc.
(2) Approx. 7'w x 8'h - Single Panel - Chain Link Roll Gates
1 5/8" Framing - Cross Braced- Full Welded - Galvanized
Chain Link Facing with Beige Slats to Match
(2) HD - Roll Gate Roller Wheels and Housing
(2) Roll Gate Track Assemblies - (No V-Track) - Surface Rolling Wheels
(2) Roll Gate Latches / Lockable

Total: Labor and Materials \$15,535.89

***** THIS IS A PREVAILING WAGE BID *****
***** FENCE BUILDER CARPENTER CLASSIFICATION *****
***** DIR 1000003937 *****

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

NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

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

ACCEPTED AND AUTHORIZED AT: Moorpark, CALIFORNIA BY:

ssalerno@fencefactory.com DATED

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

COMPANY OR OWNER

Adam Rauch

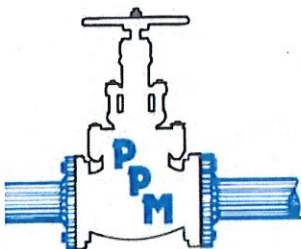
PRINT NAME

Asst Supt. Business & Admin Services

PRINT TITLE

SIGNATURE

#12404A



PRECISION Plumbing-Mechanical

5350 Gabbert Road • Moorpark, CA 93021 • (805) 529-4748 • fax (805) 529-5433

Proposal

Page No. of Pages

PROPOSAL SUBMITTED TO Balfour Beatty-Leon Cavallo		PHONE (805) 396-0481	DATE 6/4/2019
STREET 300 E. Esplanade Dr. Ste. 1120		JOB NAME OPHS Art Court	
CITY, STATE AND ZIP CODE Oxnard, CA 93036		JOB LOCATION Oak Park High School	
ARCHITECT	DATE OF PLANS	lcavallo@balfourbeattyus.com	JOB PHONE

We hereby propose to furnish in accordance with specifications below, or on attached pages, all labor and materials necessary to complete the following:

Provide the labor and materials needed to run new 3/4" medium pressure gas and 3/4" water to multiple pieces of equipment in proposed new art court.

Inclusions:

1. 3/4" hot tap on existing 4" medium pressure gas main.
2. Run 3/4" medium pressure gas to (4) new pieces of equipment in art court, install gas cock, regulator, and gas flex at each piece of equipment.
3. Provide and install 3/4" Metraflex expansion loop on gas line between existing fence line and new shade canopy.
4. Provide and install 3/4" Asco 120 volt gas shut off valve in main gas line just inside the new shade canopy.
5. New gas and water piping to be run exposed on perimeter fence posts, and Unit-strut supports that will be installed by the electrician.
6. Connect to existing water line at building wall on south side of art court, install 3/4" backflow, and run 3/4" water line below grade to canopy, then above grade to (3) locations where we will leave 1/2" valves for future connection to equipment by others
7. Concrete saw cut and removal needed for installation of new underground water, (18" wide x 30' long).
8. Excavation required for new underground water.

Exclusions:

1. Off hours work.
2. Concrete patch.
3. Final connection between new water lines and equipment.
4. Painting of new gas lines, water lines, of supports.
5. Electrical to new gas solenoid valve.
6. Uni-strut pipe support system at perimeter of canopy required to run water and gas lines.

WE PROPOSE hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Thirteen Thousand Five Hundred Twenty Five & 00/100 ----- dollars (\$ **13,525.00**)

Payment to be made as follows:

Progress payments; net 15 days.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

John S. Bascom

John Bascom

Note: This proposal may be withdrawn by us if not accepted within **15** days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature

Adam Rauch

Adam Rauch

Date of Acceptance:

8/6/2019

Signature



4905 Via El Cerro | Thousand Oaks, CA 91320
(805) 376-1996 | (818) 429-4497
www.ThousandOaksElectric.com

Keeping Your Business **Switched On.**

License #628772


Job Address

Oak Park High School, Oak Park

Name/Address

Leon Cavallo
Oak Park Unified School District
5801 E. Conifer St.
Oak Park, CA 91377

Date	Estimate No.
07/16/19	1478

Item	Description	Quantity	Cost	Total
service	Supply and install new 200 amp 3phase 120/208 volt breaker in existing service panel and install conduit and wiring to power new sub panel at shade shelter location Supply and install all circuits required to power equipment outlined in cutsheets at designated locations as per plan		34,880.00	34,880.00
service	Supply and install (4) new weather tight 2x4 fixtures directly to underside of structure Provide labor and material bond for above work		1,066.00	1,066.00
 7/29/19				

Total

\$35,946.00

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.2.j. AUTHORIZE MEASURE S PROJECT 19-20S, INSTALL FLOORING
KINDERGARTEN CLASSROOMS AT OAK HILLS ELEMENTARY
SCHOOL AND RATIFY ASSOCIATED CONSTRUCTION CONTRACT**

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-20S, Install Flooring Kindergarten Classrooms at Oak Hills Elementary School and ratify a construction contract associated with this work, to be funded from the Measure S bond fund?

BACKGROUND: The Measure S facility subcommittee, in consultation with Administration and construction management staff, have identified the need to replace and install new flooring in all three of the kindergarten classrooms at Oak Hills Elementary School. As a matter of urgency, and at the recommendation of the subcommittee, Administration accepted the following proposal for this work, now identified as Measure S Project 19-20S, Install Flooring Kindergarten Classrooms at Oak Hills Elementary School:

COMPANY	SCOPE OF WORK	AMOUNT
Reliable Floor Coverings, Inc.	Removal and installation of flooring in 3 kindergarten classrooms.	\$19,223.00

At its meeting on June 18, 2019, the Measure S facility subcommittee recommended to enter into the contract for this work with Reliable Floor Coverings, Inc. It is respectfully requested that the Board authorize and ratify the award of the contract as recommended.

FISCAL IMPACT: This project is included in Board-approved Measure S Master Plan and the recommended construction contract for ratification of \$19,223.00 is within the proposed budget.

ALTERNATIVES:

1. Authorize Measure S Project 19-20S, Install Flooring Kindergarten Classrooms at Oak Hills Elementary School, establishing a project budget of \$19,223.00, and ratify the award of a construction contract to Reliable Floor Coverings, Inc., in the amount of \$19,223.00, to be funded from the Measure S bond fund.
2. Do not authorize and ratify construction a contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, AUGUST 20, 2019

Authorize and Ratify Contract for Measure S Project 19-20S,
Install Kindergarten Flooring at Oak Hills Elementary School
Page 2

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

RELIABLE FLOOR COVERING, INC.

June 7, 2019

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

REVISED

Attn: Brendan Callahan
Re: Oak Hills Elementary School
Floor replacement bid proposal
3 Kindergarten Classrooms 1,2, & 3 and adjacent work room

Dear Brendan,

The following is the bid proposal for Oak Hills Elementary School.

Scope of Work: Furnish and install Shaw Industries style "Composed" color to be selected in 3 Kindergarten classrooms where existing VCT is (existing carpet is to remain) and adjacent work room. Remove and dispose of existing VCT and rubber base color Blue Bonnet. Furnish and install Burke 4" rubber base. Furnish and install Burke T-Molding and track at carpet and ceramic tile transition areas, color Blue Bonnet. Furnish and install Dri-Lok Moisture Vapor Emission Reduction (two coat system).

Total price tax included: \$18,953.00

Prevailing Wages are included.
Add for Performance and Payment Bond \$ 270.00

Sincerely,

Jon Rumkin

Proj 19-205

Brendan Callahan
6/25/19
(Measure S)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.k AUTHORIZE MEASURE S PROJECT 19-21S, UPPER FIELD CHAIN LINK FENCING AND GATES AT THE DISTRICT OFFICE AND RATIFY ASSOCIATED CONSTRUCTION CONTRACT

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-21S, Upper Field Chain Link Fencing and Gates at the District Office and ratify a construction contract Fence Factory, to be funded from the Measure S bond fund?

BACKGROUND: The Measure S facility subcommittee, in consultation with Administration and construction management staff, have identified the need to replace and install a new chain link fence and gate at the district office. At the recommendation of the subcommittee, Administration accepted the following proposal for this work, now identified as Measure S Project 19-21S, Upper Field Chain Link Fencing and Gates at the District Office:

COMPANY	SCOPE OF WORK	AMOUNT
Fence Factory	Replace upper field chain link fencing and gate at the district office.	\$12,415.75

FISCAL IMPACT: The recommended authorization of project and ratification of construction contract will increase the Measure S Master Plan by \$12,415.75; the Measure S Master Plan has been adjusted to reflect this.

ALTERNATIVES:

1. Authorize the Measure S Project 19-21S, Upper Field Chain Link Fencing and Gates at the District Office and Ratify Associated Construction Contract to Fence Factory, establishing a project budget of \$12,415.75, and ratify the award of a construction contract to Fence Factory, in the amount of \$12,415.75, to be funded from the Measure S bond fund.
2. Do not authorize and ratify construction a contract for this project.

RECOMMENDATION: Alternative No. 1

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

BOARD MEETING, AUGUST 20, 2019

Authorize Measure S Project 19-21S,

Upper Field Chain Link Fencing and Gates at the District Office and Ratify Associated Construction Contract Page 2

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	_____	_____	_____	_____

19-215



MATERIAL SALES AND CONTRACTING BRANCHES
1-800-61 FENCE

WEB ADDRESS:
WWW.FENCEFACTORY.COM

PROPOSAL & CONTRACT
Contractors License No. 275524

DATE: 6/14/2019

THROUGHOUT THE TRI-COUNTIES

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

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

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

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

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

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

Proposal Submitted:	Oak Park Unified School District	Address:	5801 Conifer Street
City:	Oak Park	CA	Zip Code: 91377
		Phone:	818-735-3200
		Job Phone:	Brendan Callahan 818-355-7176
Job Name:	Job Location: bcallahan@opusd.org		
Chain Link Fencing and Gate at Upper Fields - Behind District Offices			
1. Subject to the terms, provisions and conditions of this proposal and Contract and any attached Estimator's Sheet, Exhibits, Plans or Specifications, Fence Factory, hereinafter referred to as "Contractor", agrees to furnish all necessary labor, materials, tools and equipment to perform and complete in good and workman-like manner for the above job location, the following described work.			
Supply / Install Approx. (230) LF. x 4'h - Galvanized Chain Link Fencing and Gate			
Includes:	Remove and Discard (Existing) - Damaged Wood Fencing (7) 2 7/8" x 7' Long - Terminal Posts - Galvanized - Schedule (40) (17) 2 3/8" x 6' Long - Line Posts - Galvanized - Schedule (20) - 10' O/C (1) 4" x 8' Long - Gate Post - Galvanized - Schedule (40) - 4' Into Ground Approx. (230) LF. x 1 5/8" - Top Rail - Galvanized - Structural Grade Approx. (260) LF. - Bottom Tension Wire - Galvanized - 9 Gauge Approx. (230) LF. x 4'h - Galvanized - Chain Link Mesh - 9 Gauge - 2" (All) Hardware Required for Proper Installation - Galvanized - Heavy Grade Tension Bands, Brace Bands, Tension Bars, Ties, Etc. (1) Approx. 12'w x 4'h - Single Panel - Chain Link Swing Gate 1 5/8" Structural Framing - Galvanized - Full Welded Cross Braced - Chain Link Facing - 9 Gauge - 2" (2) HD - 180 Degree Hinges - Galvanized - Tac Welded for Security (1) HD - Fork Latch - Galvanized - Lockable - Tac Welded for Security (All) Posts Secured In Concrete - 2500 PSI. - Post Mix Domed for Water Run Off Includes (1) Protected - 4'w Walk Thru with 6'w Free Standing Cover		
Total: Labor and Materials			\$12,415.75
***** THIS IS A PREVAILING WAGE BID ***** ***** FENCE BUILDER CARPENTER CLASSIFICATION ***** ***** DIR 1000003937 *****			

1. In consideration for the above described work, the above named party agrees to pay Contractor the total sum of: PRICE ON ACCEPTANCE OF OPTION'S Dollars, as follows

2. This proposal is void if not accepted within: 20 DAYS

NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

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

ACCEPTED AND AUTHORIZED AT: Moorpark, CALIFORNIA BY:

ssalerno@fencefactory.com

DATED: 7/8/19

COMPANY OR OWNER

Brendan Callahan
PRINT NAME

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

Director of Bond Programs, Sustainability,
Maintenance, & Operations

PRINT TITLE

Brendan Callahan
SIGNATURE

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.1 APPROVE CHANGE ORDER 1, MEASURE S PROJECT 18-20S, MODULAR CLASSROOMS AT RED OAK ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order 1, Measure S Project 18-20S Modular Classrooms at Red Oak Elementary School?

BACKGROUND: On November 13, 2018, the Board of Education awarded an architectural and engineering services contract for Project 18-20S, Modular Classrooms at Red Oak Elementary School. During the course of the project, additional services were required and requested by the District which was not included in the original agreement. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. The total amount of Change Order 1, is \$14,176. It is recommended by District staff that the Board approve Change Order 1.

FISCAL IMPACT: If approved, the proposed change order will increase the original contract amount from \$74,087.50 to \$88,263.50, funded from the Measure S bond fund.

ALTERNATIVES:

1. Approve Change Order 1 to the contract with Crate Modular, for Measure S Project 18-20S, Modular Classrooms at Red Oak Elementary School, in the amount of \$14,176, funded from Measure S bond funds.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Directory Bond Program, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business & 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	_____	_____	_____	_____

Balfour Beatty Construction



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

August 7, 2019

Attn: Adam Rauch, Assistant Superintendent Business Services

Subject: Measure "S" Staff Support Services
Oak Park Unified School District
Oak Park, CA

Re: Project 18-20S: Modular Building Project at Red Oak MS
Recommendation to Approve Change Order # 1 to Crate Modular

Dear Mr. Rauch,

Please accept this letter as recommendation to request Board approval for Change Order #1 to Crate Modular for added scope items at the above Project. Additional work to the Project is as follows;

Item 1.1 Fire Sprinkler Design Services for the exposed walkways & elevator (Classroom Fire Sprinkler Design Inclusive in Base Contract).

Item 1.2 Additional Structural design services for reversing the building facing adding additional windows and doors and widening the second-floor deck.

Item 1.3 Additional Architectural design services for reversing the building facing adding additional windows and doors, and widening the second-floor deck

Reason; Due to value engineering reduction in outdoor learning area scope the District elected to rotate the buildings so that the second-floor deck, classroom entry, faces the playground. The second-floor deck was widened by 4'-0", to 12'-0" wide, so that the second-floor classrooms had a gathering space. Doors and windows were added to face the breezeway to monitor student activity and matching windows were added to the outboard classrooms to match.

Project Cost Update;

Crate Modular Base Agreement	\$ 74,087.50
Current Change Order # 1	\$ 14,176.00
Total Construction Cost to Date	\$ 88,263.50

Should you have any questions, please contact me at any time.

Respectfully,


Leon Cavallo
Project Manager, Balfour Beatty Construction

cc. Brendan Callahan, OPUSD
Dennis Keykendall, Balfour Beatty Construction
File



Business and Administrative Services

5801 East Conifer Street, Oak Park, CA 91377-1002 ♦ T: (818) 735-3254 ♦ F: (818) 865-8467

CHANGE ORDER #1-Crate Modular

8-7-19

PROJECT NO: 18-20S

CHANGE ORDER NO: 1

PROJECT NAME: Red Oak Modular Project

CONTRACTOR: Crate Modular

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 74,087.00
Previous Approved Change Orders	\$ 0.00
This Change Order #1	\$ 14,176.00
Adjusted Contract Amount	\$ 88,263.50

TIME:

Original Contract Completion Date	November 15, 2018
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	Per Preconstruction Schedule September 15, 2019

IT IS AGREED BY THE DESIGNER THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEM 1.1, 1.2 & 1.3 OF THE ATTACHED LISTING. THE DESIGNER HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEM 1.1,1.2 & 1.3 OF THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

By

DESIGNER: CRATE MODULAR

By

Change Order to Contract
OPUSD Bid 18-20S

Oak Park Unified School District
Project #18-20S
Red Oak Modular Building

Crate Modular
Change Order #1 Summary

Aug. 7, 2019

Item No	Description	Reason	Cost
1.1	Site Fire Sprinkler Design Services	Fire Sprinkler Design Services for the exposed walkways & elevator (Classroom Fire Sprinkler Design Inclusive in Base Contract).	\$ 9,100.00
1.2	Strucural Design Changes	Additional Structural design services for reversing the building facing adding additional windows and doors and widening the second-floor deck.	\$ 3,100.00
1.3	Architectural Design Changes	Additional Structural design services for reversing the building facing adding additional windows and doors and widening the second-floor deck.	\$ 1,976.00
		Change Order #1 Total	\$ 14,176.00
		Previous Change Orders	\$0.00
		Net Change Orders	\$ 14,176.00
		Original Contract Value	\$ 74,087.50
		Revised Contract Value	\$ 88,263.50



CRATE MODULAR
3025 E Dominguez Street, Carson, CA 90810
310.299.7680
www.cratemodular.com

CONTRACT CHANGE ORDER #001

TO: Keith Henderson
Oak Park Unifies School District
4857 Rockfield St.
Oak Park, CA 91377

FROM: CRATE Modular
3025 E Dominguez St
Carson CA 90810

DATE CREATED: 6/26/2019

CREATED BY: Shannon Hall

REFERENCE: Amend the Red Oak Elementary School Pre-Construction Agreement dated November 6th, 2018

PROJECT NUMBER: 18-20S

SCHEDULE IMPACT: 0 days

AMOUNT: \$9,100

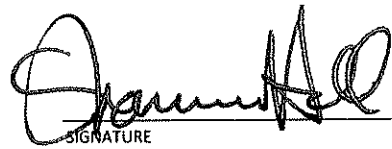
DESCRIPTION:

	Amount (USD)
Additional design services required for the design of the sprinkler system in exterior areas of the project as required per code. Current areas of design include the canopy, elevator pit, elevator where required & possible the stairs (TBD but no added cost if required here)	\$9,100.00
TOTAL	\$9,100.00

Original Contract Sum	\$74,087.50
Net Change by Previous Change Orders	\$0.00
Contract Sum is changed by this change order in the amount of	\$9,100.00
New Contract Value	\$83,187.50

 7/5/19
SIGNATURE DATE

NAME *Brendan Callahan*
TITLE *Director of Bond Programs, Sustainability, Maintenance, and Operations*

 6/26/2019
SIGNATURE DATE

NAME: Shannon Hall
TITLE: Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.

In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and constructed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.



CRATE MODULAR

3025 E Dominguez Street, Carson, CA 90810

310.299.7680

www.cratemodular.com

CONTRACT CHANGE ORDER #002

TO: Keith Henderson

Oak Park Unifies School District
4857 Rockfield St.
Oak Park, CA 91377

FROM: CRATE Modular

3025 E Dominguez St
Carson CA 90810

DATE CREATED: 6/26/2019

CREATED BY: Shannon Hall

REFERENCE: Amend the Red Oak Elementary School Pre-Construction Agreement dated November 6th, 2018

PROJECT NUMBER: 18-20S

SCHEDULE IMPACT: 0 days

AMOUNT: \$3,100

DESCRIPTION:

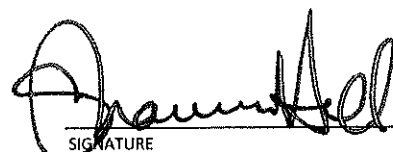
	Amount (USD)
Additional Structural Design Services Required due to modification of design of the Red Oak Elementary School Project for revisions of Second Floor Walkway due to Value Engineering	\$3,100.00
TOTAL	\$3,100.00

Original Contract Sum	\$74,087.50
Net Change by Previous Change Orders	\$9,100.00
Contract Sum is changed by this change order in the amount of	\$3,100.00
New Contract Value	\$86,287.50

 7/6/19
SIGNATURE DATE

NAME *Brendan Callahan*

TITLE *Director of Bond Programs, Sustainability, Maintenance, and Operations*

 6/26/2019
SIGNATURE DATE

NAME: Shannon Hall

TITLE: Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.

In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and constructed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.



CRATE MODULAR

3025 E Dominguez Street, Carson, CA 90810

310.299.7680

www.cratemodular.com

CONTRACT CHANGE ORDER #003

TO: Keith Henderson
Oak Park Unifies School District
4857 Rockfield St.
Oak Park, CA 91377

FROM: CRATE Modular
3025 E Dominguez St
Carson CA 90810

DATE CREATED: 6/27/2019

CREATED BY: Shannon Hall

REFERENCE: Amend the Red Oak Elementary School Pre-Construction Agreement dated November 6th, 2018

PROJECT NUMBER: 18-205

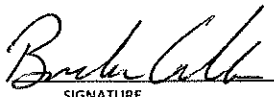
SCHEDULE IMPACT: 0 Days

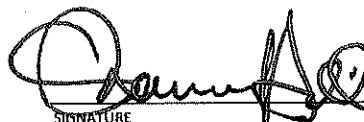
AMOUNT: \$1,976

DESCRIPTION:

	Amount (USD)
Additional Architectural Design Services Required due to modification of design of the Red Oak Elementary School Project. Impact to 90% of drawings previously designed resulting in add service proposal. See attachment for projected hours and sheets requiring revision	\$1,976.00
TOTAL	\$1,976.00

Original Contract Sum	\$74,087.50
Net Change by Previous Change Orders	\$12,200.00
Contract Sum is changed by this change order in the amount of	\$1,976.00
New Contract Value	\$88,263.50

 7/5/19
SIGNATURE DATE
NAME **Brendan Callahan**
TITLE **Director of Bond Programs, Sustainability, Maintenance, and Operations**

 6/27/2019
SIGNATURE DATE
NAME: Shannon Hall
TITLE: Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.

In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and construed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.

YT

Crate Design LLC

714-317-7770 | yisan@cratemodular.com

[illegible]

\$1,976

\$1,976

ROES Revision Add ServiceYisan Ta
yisan@cratemodular.com

Sheet Number	Sheet Title	Hours
A000	Cover Sheet, Project Information	
A001	DSA IR	
A002	Schedules and specifications	1
A003	ADA details and Green Building Notes	
A101	First Floor Plan and reflected ceiling plan	1
A102	Second Floor Plan and reflected ceiling plan	1
A103	Building Roof Plan	3
A110	Overall Building Elevations	1
A120	Overall Building Section	
A201	Typical Classroom A Floor Plan & CLG	4
A202	Storage and Restroom Floor Plan & CLG	
A301	Typical Classroom Exterior Elevations	3
A302	Enlarged Exterior Elevations	3
A303	Building Sections	
A401	Typical Classroom Wall Sections	
A402	Restroom Wall Sections	
A501	Typical Classroom Interior Elevations	2
A502	Typical Storage room & Restroom Elevation	
A901	Architectural details	
A902	Architectural details	
A903	Architectural details	
	Consultant Dwgs Coordinations	
Subtotal		19

Balfour Beatty Construction



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

August 7, 2019

Attn: Adam Rauch, Assistant Superintendent Business Services

Subject: Measure "S" Staff Support Services
Oak Park Unified School District
Oak Park, CA

Re: Project 18-20S: Modular Building Project at Red Oak MS
Recommendation to Approve Change Order # 1 to Crate Modular

Dear Mr. Rauch,

Please accept this letter as recommendation to request Board approval for Change Order #1 to Crate Modular for added scope items at the above Project. Additional work to the Project is as follows;

Item 1.1 Fire Sprinkler Design Services for the exposed walkways & elevator (Classroom Fire Sprinkler Design Inclusive in Base Contract).

Item 1.2 Additional Structural design services for reversing the building facing adding additional windows and doors and widening the second-floor deck.

Item 1.3 Additional Architectural design services for reversing the building facing adding additional windows and doors, and widening the second-floor deck

Reason; Due to value engineering reduction in outdoor learning area scope the District elected to rotate the buildings so that the second-floor deck, classroom entry, faces the playground. The second-floor deck was widened by 4'-0", to 12'-0" wide, so that the second-floor classrooms had a gathering space. Doors and windows were added to face the breezeway to monitor student activity and matching windows were added to the outboard classrooms to match.

Project Cost Update;

Crate Modular Base Agreement	\$ 74,087.50
Current Change Order # 1	\$ 14,176.00
Total Construction Cost to Date	\$ 88,263.50

Should you have any questions, please contact me at any time.

Respectfully,


Leon Cavallo
Project Manager, Balfour Beatty Construction

cc. Brendan Callahan, OPUSD
Dennis Keykendall, Balfour Beatty Construction
File



Business and Administrative Services

5801 East Conifer Street, Oak Park, CA 91377-1002 ♦ T: (818) 735-3254 ♦ F: (818) 865-8467

CHANGE ORDER #1-Crate Modular

8-7-19

PROJECT NO: 18-20S

CHANGE ORDER NO: 1

PROJECT NAME: Red Oak Modular Project

CONTRACTOR: Crate Modular

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 74,087.00
Previous Approved Change Orders	\$ 0.00
This Change Order #1	\$ 14,176.00
Adjusted Contract Amount	\$ 88,263.50

TIME:

Original Contract Completion Date	November 15, 2018
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	Per Preconstruction Schedule September 15, 2019

IT IS AGREED BY THE DESIGNER THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEM 1.1, 1.2 & 1.3 OF THE ATTACHED LISTING. THE DESIGNER HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEM 1.1, 1.2 & 1.3 OF THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

By

DESIGNER: CRATE MODULAR

By

Change Order to Contract
OPUSD Bid 18-20S

Oak Park Unified School District
 Project #18-20S
 Red Oak Modular Building

Crate Modular
 Change Order #1 Summary

Aug. 7, 2019

Item No	Description	Reason	Cost
1.1	Site Fire Sprinkler Design Services	Fire Sprinkler Design Services for the exposed walkways & elevator (Classroom Fire Sprinkler Design Inclusive in Base Contract).	\$ 9,100.00
1.2	Strucural Design Changes	Additional Structural design services for reversing the building facing adding additional windows and doors and widening the second-floor deck.	\$ 3,100.00
1.3	Architectural Design Changes	Additional Structural design services for reversing the building facing adding additional windows and doors and widening the second-floor deck.	\$ 1,976.00
		Change Order #1 Total	\$ 14,176.00
		Previous Change Orders	\$0.00
		Net Change Orders	\$ 14,176.00
		Original Contract Value	\$ 74,087.50
		Revised Contract Value	\$ 88,263.50



CRATE MODULAR
3025 E Dominguez Street, Carson, CA 90810
310.299.7680
www.cratemodular.com

CONTRACT CHANGE ORDER #001

TO: Keith Henderson
Oak Park Unifies School District
4857 Rockfield St.
Oak Park, CA 91377

FROM: CRATE Modular
3025 E Dominguez St
Carson CA 90810

DATE CREATED: 6/26/2019

CREATED BY: Shannon Hall

REFERENCE: Amend the Red Oak Elementary School Pre-Construction Agreement dated November 6th, 2018

PROJECT NUMBER: 18-20S

SCHEDULE IMPACT: 0 days

AMOUNT: \$9,100

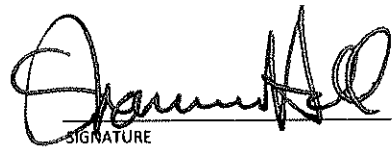
DESCRIPTION:

	Amount (USD)
Additional design services required for the design of the sprinkler system in exterior areas of the project as required per code. Current areas of design include the canopy, elevator pit, elevator where required & possible the stairs (TBD but no added cost if required here)	\$9,100.00
TOTAL	\$9,100.00

Original Contract Sum	\$74,087.50
Net Change by Previous Change Orders	\$0.00
Contract Sum is changed by this change order in the amount of	\$9,100.00
New Contract Value	\$83,187.50

 7/5/19
SIGNATURE DATE

NAME *Brendan Callahan*
TITLE *Director of Bond Programs, Sustainability, Maintenance, and Operations*

 6/26/2019
SIGNATURE DATE

NAME: Shannon Hall
TITLE: Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.

In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and construed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.



CRATE MODULAR

3025 E Dominguez Street, Carson, CA 90810

310.299.7680

www.cratemodular.com

CONTRACT CHANGE ORDER #002

TO: Keith Henderson

Oak Park Unifies School District
4857 Rockfield St.
Oak Park, CA 91377

FROM: CRATE Modular

3025 E Dominguez St
Carson CA 90810

DATE CREATED: 6/26/2019

CREATED BY: Shannon Hall

REFERENCE: Amend the Red Oak Elementary School Pre-Construction Agreement dated November 6th, 2018

PROJECT NUMBER: 18-205

SCHEDULE IMPACT: 0 days

AMOUNT: \$3,100

DESCRIPTION:

	Amount (USD)
Additional Structural Design Services Required due to modification of design of the Red Oak Elementary School Project for revisions of Second Floor Walkway due to Value Engineering	\$3,100.00
TOTAL	\$3,100.00

Original Contract Sum	\$74,087.50
Net Change by Previous Change Orders	\$9,100.00
Contract Sum is changed by this change order in the amount of	\$3,100.00
New Contract Value	\$86,287.50

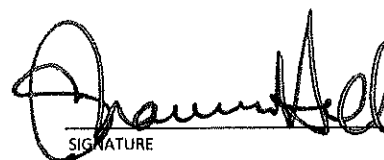
 7/6/19

SIGNATURE

DATE

NAME *Brendan Callahan*

TITLE *Director of Bond Programs, Sustainability, Maintenance, and Operations*



SIGNATURE

6/26/2019

DATE

NAME: Shannon Hall

TITLE: Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.

In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and constructed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.



CRATE MODULAR

3025 E Dominguez Street, Carson, CA 90810

310.299.7680

www.cratemodular.com

CONTRACT CHANGE ORDER #003

TO: Keith Henderson
Oak Park Unifies School District
4857 Rockfield St.
Oak Park, CA 91377

FROM: CRATE Modular
3025 E Dominguez St
Carson CA 90810

DATE CREATED: 6/27/2019

CREATED BY: Shannon Hall

REFERENCE: Amend the Red Oak Elementary School Pre-Construction Agreement dated November 6th, 2018

PROJECT NUMBER: 18-205

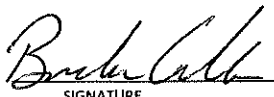
SCHEDULE IMPACT: 0 Days

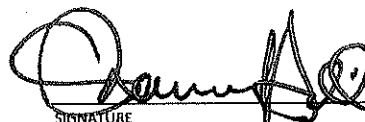
AMOUNT: \$1,976

DESCRIPTION:

	Amount (USD)
Additional Architectural Design Services Required due to modification of design of the Red Oak Elementary School Project. Impact to 90% of drawings previously designed resulting in add service proposal. See attachment for projected hours and sheets requiring revision	\$1,976.00
TOTAL	\$1,976.00

Original Contract Sum	\$74,087.50
Net Change by Previous Change Orders	\$12,200.00
Contract Sum is changed by this change order in the amount of	\$1,976.00
New Contract Value	\$88,263.50

 7/5/19
SIGNATURE DATE
NAME **Brendan Callahan**
TITLE **Director of Bond Programs, Sustainability, Maintenance, and Operations**

 6/27/2019
SIGNATURE DATE
NAME: Shannon Hall
TITLE: Project Manager

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.

In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

Except as herein provided, the [name of the contract] shall remain unchanged and in full force and effect. This change order may be executed in any number of counterparts, all of which taken together shall constitute one and the same amendatory instrument and any of the parties may execute this Change Order by signing any such counterpart. Delivery of an executed counterpart of a signatory page of this change order by facsimile (or other electronic transmission) shall be effective as delivery of a manually executed counterpart hereof. This change Order shall be governed by, and construed in accordance with, the law of the State of California, United States of America, without giving effect to its conflicts of law provisions.

YT

Crate Design LLC

714-317-7770 | yisan@cratemodular.com

[illegible]

\$1,976

\$1,976

Sheet Number	Sheet Title	Hours
A000	Cover Sheet, Project Information	
A001	DSA IR	
A002	Schedules and specifications	1
A003	ADA details and Green Building Notes	
A101	First Floor Plan and reflected ceiling plan	1
A102	Second Floor Plan and reflected ceiling plan	1
A103	Building Roof Plan	3
A110	Overall Building Elevations	1
A120	Overall Building Section	
A201	Typical Classroom A Floor Plan & CLG	4
A202	Storage and Restroom Floor Plan & CLG	
A301	Typical Classroom Exterior Elevations	3
A302	Enlarged Exterior Elevations	3
A303	Building Sections	
A401	Typical Classroom Wall Sections	
A402	Restroom Wall Sections	
A501	Typical Classroom Interior Elevations	2
A502	Typical Storage room & Restroom Elevation	
A901	Architectural details	
A902	Architectural details	
A903	Architectural details	
	Consultant Dwgs Coordinations	
Subtotal		19

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.2.m. APPROVE CHANGE ORDER 1, MEASURE S PROJECT 19-15S, SHADE SAILS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order 1, Measure S Project 19-15S, Shade Sails at Medea Creek Middle School?

BACKGROUND: On June 4, 2019, the Board of Education awarded a construction contract for Project 19-15S, Shade Sails at Medea Creek Middle School. During the course of the project an additional shade sail was requested by the District which was not included in the original agreement. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. The total amount of Change Order 1, is \$4,995. It is recommended by District staff that the Board approve Change Order 1.

FISCAL IMPACT: If approved, the proposed change order will increase the original contract amount from \$55,850 to \$60,845, funded from the Measure S bond fund.

ALTERNATIVES:

1. Approve Change Order 1 to the contract with Got Shade, for Measure S Project 19-15S, Shade Sails at Medea Creek Middle School, in the amount of \$4,995, funded from Measure S bond funds
2. Do not approve the Change Order.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Directory Bond Program, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business & 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	_____	_____	_____	_____

GOT SHADE

CA. Lic. # 942823 / NV. Lic. # 76102

23371 MULHOLLAND DR #410, WOODLANDHILLS, CA. 91364
(818) 222-8541 / Office

PROPOSAL & ACCEPTANCE

DIR #1000038230

Date: June 14, 2019
To: Oak Park Unified School District Keith Henderson 805-264-4133
Project: Media Creek School - 1002 Doubletree Road, Oak Park, Ca.
Job: Shade Sails

1. Area#5 - Add for a square shade sail vs. triangle. Includes building mount.
\$1,275
2. Area #4- Demolish (1) concrete column. Chip below finish surface and install concrete topping.

Includes; All rental equipment need, plywood protection, roll-off, topping material, (2) men labor (1) day and supervision
\$ 3,720

Excludes: Permits, street use permits, any associated city / school fee's needed for our construction, engineering, special inspections,

Note: 1. Shade sails and canopy material to be ALNet. 10 year warranty on shade cloth material. We use Gore Tenara thread projected to last the life of the shade sails and canopies. California Fire Marshal approved.
2. Shade sails fabricated locally. Made in the USA.
3. Prevailing wages - Yes.

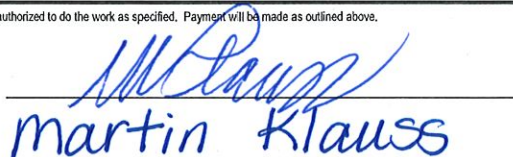
Four thousand nine hundred ninety five dollars and no/100 \$4,995

Payments made as follows: Upon final

All material is guaranteed to be as specified. All work to be completed in a work like manner according to standard practices. Any deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are covered by workman's compensation insurance.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance 6/14/2019 Signature


martin klauss

DEREK WARNER
GOT SHADE

C:\Users\Derek\Desktop\Got Shade\Jobs-2019\Keith- Oak Park Media Creek\Extra proposal.doc

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.2.n. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-15S, SHADE SAILS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-15S, Shade Sails at Medea Creek Middle School, contracted with Got Shade?

BACKGROUND: On June 4, 2019, the Board of Education awarded a contract to Got Shade, for Measure S Project 19-15S, Shade Sails at Medea Creek Middle School, contracted with Got Shade, of Woodland Hills, California.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve the Notice of Completion accepting the finished project.

FISCAL IMPACT: No direct impact; a Notice of Completion limits the period that prime contractors, subcontractors and suppliers may record liens or file stop payment notices.

ALTERNATIVES:

1. Approve the Notice of Completion for 19-15S, Shade Sails at Medea Creek Middle School, contracted with Got Shade, of Woodland Hills, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Directory Bond Program, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

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

That on or about August 20, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Got Shade of Woodland Hills, California for Project 19-15S, Shade Sails at Medea Creek Middle School, on certain real property hereinbefore described: that said building and improvements were actually completed on August 20, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.o. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-20S, INSTALL FLOORING KINDERGARTEN CLASSROOMS AT OAK HILLS ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-20S, Install Flooring Kindergarten Classrooms at Oak Hills Elementary School, contracted with Reliable Floor Coverings, Inc.?

BACKGROUND: On August 20, 2019, the Board of Education authorized and ratified the award of a contract for Project 19-20S, Install Flooring Kindergarten Classrooms at Oak Hills Elementary School, contracted with Reliable Floor Coverings, Inc., of Westlake Village, California.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve the Notice of Completion accepting the finished project.

FISCAL IMPACT: No direct impact; a Notice of Completion limits the period that prime contractors, subcontractors and suppliers may record liens or file stop payment notices.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 19-20S, Install Flooring Kindergarten Classrooms at Oak Hills Elementary School, contracted with Reliable Floor Coverings, Inc. of Westlake Village, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Directory Bond Program, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Oak Hills Elementary School, 1010 Kanan Road, Oak Park, CA 91377

That on or about August 20, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Reliable Floor Coverings, Inc. of Westlake Village, California for Project 19-20S, Install Flooring Kindergarten Classrooms at Oak Hills Elementary School, on certain real property hereinbefore described: that said building and improvements were actually completed on August 20, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
**SUBJECT: B.2.p. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-21S,
DISTRICT OFFICE UPPER FIELD CHAIN LINK FENCING AND GATES**

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-21S, District Office Upper Field Chain Link Fencing and Gates, contracted with Fence Factory?

BACKGROUND: On August 20, 2019, the Board of Education authorized and ratified the award of contract for Project 19-21S, District Office Upper Field Chain Link Fencing and Gates, contracted with Fence Factory.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve the Notice of Completion accepting the finished project.

FISCAL IMPACT: No direct impact; a Notice of Completion limits the period that prime contractors, subcontractors and suppliers may record liens or file stop payment notices.

ALTERNATIVES: 1. Approve the Notice of Completion for 19-21S, District Office Upper Field Chain Link Fencing and Gates, contracted with Fence Factory of Moorpark, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Directory Bond Program, Sustainability, Maintenance & Operations
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: District Office 5801 Conifer St., Oak Park, CA 91377

That on or about August 20, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory of Moorpark, California for Project 19-21S, District Office Upper Field Chain Link Fencing and Gates, on certain real property hereinbefore described: that said building and improvements were actually completed on August 20, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.q. RATIFY AWARD OF CONTRACT FOR MEASURE S PROJECT 19-14S, PHASE 1 SAFETY/SECURITY FENCING AT RED OAK ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board ratify the award of a construction contract by the Superintendent for Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak Elementary School?

BACKGROUND: At its June 4, 2019 meeting, the Board authorized the Superintendent to award construction contract for Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak Elementary School to the lowest responsive and responsible bidder, subject to the Board's subsequent ratification.

The budget authorized by the Board for this work is \$148,440 including a cost of \$5,000 allowance for the relocation of the existing sprinkler and 10% contingency. On June 21, 2019, two proposals were received in response to the District's call for bids for this project. The following is a recap of the bids received; bid amounts are Base Bid only, as no alternates were requested:

<u>Bidder</u>	<u>Bid Amount</u>
Carter Fence Company	\$ 130,400
Fence Factory	\$ 141,345

All bids received were thoroughly reviewed and analyzed. Based on the recommendation of District staff, Balfour Beatty Construction (BBC), and the Facility Planning Subcommittee, the Superintendent awarded a construction contract for Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak Elementary School, to Carter Fence Company of North Hollywood, California, in the amount of \$130,400, as the lowest responsive and responsible bidder. Attached are the bid recap and recommendation prepared by BBC.

FISCAL IMPACT: The recommended ratification of the award of contract in the amount of \$130,400 is within the Board approved authorized budget of \$141,345.

ALTERNATIVES:

1. Ratify the award of a construction contract by the Superintendent for Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak Elementary School to Carter Fence Company, in the amount of \$130,400, as lowest responsive and responsible bidder for this work.
2. Do not ratify the award.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, AUGUST 20, 2019

Ratify Award of Contracts for Measure S Project 19-14S,
Phase 1 Safety/Security Fencing at Red Oak Elementary School
Page 2

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

Balfour Beatty Construction



Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377
Attn: Martin Klauss, Assistant Superintendent Business Services

June 20, 2019

Subject: Measure "S"
Oak Park Unified School District
Oak Park, CA

Re: Project 19-14S Safety & Security Fencing Phase 1 at Red Oak Elem. School
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for 19-14S Phase 1 Safety Security Fencing at Red Oak Elementary School. The following company's submitted bids in the order listed. This Project is scheduled to be completed by October 1, 2019.

CONTRACTOR	BASE BID	Add Alternate (Not accepted)	Total Bid
<i>Carter Fence</i>	\$130,400.00	n/a	\$130,400.00
<i>Fence Factory</i>	\$141,345.00	n/a	\$141,345.00

It is our recommendation that the Superintendent of Schools, per authorization by the Board of Education at its June 18, 2020 board meeting, proceed with issuing a Notice of Award to Carter Fence. The Total Project Budget totaling \$148,440.00 will include the \$130,400.00 construction cost, a \$5,000.00 allowance for the relocation of the existing sprinkler system, and a \$13,040.00 contingency (10%).

Should you have any questions or require any additional information, please contact me at any time.

Respectfully,

A handwritten signature in blue ink that reads "Dennis Kuykendall".

Dennis Kuykendall
Senior Project Executive, Balfour Beatty Construction

cc. Brendan Callahan, OPUSD
Leon Cavallo, BBC
Keith Henderson, BBC

Received _____ By _____ Set _____ Comp _____

PROPOSAL/CONTRACT

No 97174

Contractor's License #304464

We Also Accept



CARTER
FENCE CO. INC



13207 SHERMAN WAY
NORTH HOLLYWOOD, CA 91605-4649

(818) 765-0844 (818) 983-1515
(661) 257-2002 (805) 517-1136
Fax (818) 765-0360

TO: OAK PARK UNIFIED SCHOOL DISTRICT 5801 CONIFER STREET OAK PARK, CA 91377

PHONE (C) 805-264-4133 EMAIL: KHENDERSON@OPUSD.ORG ATTN: KEITH HENDERSON DATE 5/3/19

TO FURNISH AS SPECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:			
RED OAK ELEMENTARY SCHOOL	4857 ROCKFIELD STREET	OAK PARK, CA	91377
① 103' HEAVY REGAL lin. ft. complete fence	O/I	GREEN style, appr. 84" in. high	3/4" PICKETS mesh
② 523' GALVANIZED lin. ft. complete fence	C/L	style, appr. 72" in. high	9 ga. 2" mesh
③ 1' GALVANIZED lin. ft. complete fence	C/L	style, appr. 96" in. high	9 ga. 2" mesh
LINE POSTS for 7' fence to be	①	GREEN 2 1/2" SQ O.D. set in 2' feet of concrete, spaced	8' feet on center
LINE POSTS for 6' fence to be	②	SCH 40 2 3/8" O.D. set in 2' feet of concrete, spaced	10' feet on center

MAP PAGE

OFFICE USE ONLY

*NOTE: SINGLE EXPANDED METAL BACKING ON ALL CRASH OUT GATES AND SIDE PANELS

DIAGRAM

(SEE ATTACHED DIAGRAMS)

*NOTE: THIS QUOTE INCLUDES PAYMENT AND PERFORMANCE BONDS

① "DECORATIVE IRON"

*INSTALL 103' OF NEW 7' HIGH PRE-GALVANIZED POLYCOAT CUSTOM GREEN COLOR HEAVY REGAL STYLE ORNAMENTAL IRON FENCE PLUS (1) 26' X 7' HIGH AND (2) 8' X 7' HIGH HEAVY REGAL STYLE IRON DOUBLE GATES WITH 4" POSTS AND HEADERS. (2) NEW 8' X 7' HIGH DOUBLE GATES WITH VON DUPRIN #99 CRASH OUT LOCK, PULL HANDLE, AND KEYED ENTRY, VERTICAL ROD LATCH TO OVERHEAD TRANSOM AND CONCRETE, 10" STEEL KICK PLATES, EXPANDED METAL BACKING ON GATES AND SIDE PANELS, AND LOLINOX MAMMOTH 180 SELF CLOSE HINGES. NEW 26' X 7' HIGH DOUBLE GATE WITH HEAVY DUTY DROP ROD.

\$68,295⁰⁰

② "CHAIN LINK ON SLOPE"

*INSTALL 523' OF 6' HIGH GALVANIZED 9 GAUGE 2" MESH CHAIN LINK FENCE WITH SCHEDULE 40 FRAMEWORK PLUS (1) 12' X 6' HIGH AND (1) 16' X 6' HIGH DOUBLE GATE. CUSTOMER TO DETERMINE PLACEMENT OF (2) NEW GATES. CREW WILL NEED FIELD ACCESS TO WORK AREA.

\$36,495⁰⁰

*NOTE: THIS QUOTE IS BASED ON CALIFORNIA PRE-VAILING WAGE WITH NORMAL WORKING HOURS MONDAY-FRIDAY

① 16'	GREEN	Lin. ft. of top rail	4" SQ TRANSOMS	O.D.
② 523'	SCH 40	15/8"		O.D.
CORNER POSTS				
① 2 1/2" SQ	GREEN	CORED 6-8" /	(+/-)	
	O.D. set in	2'	ft. of concrete	
CORNER POSTS				
② 2 7/8"	SCH 40	2'	(+/-)	
	O.D. set in		ft. of concrete	
END POSTS				
① 2 1/2" SQ	GREEN	CORED 6-8" /	(+/-)	
	O.D. set in	2'	ft. of concrete	
END POSTS				
② 2 7/8"	SCH 40	EXISTING /	(+/-)	
	O.D. set in	2'	ft. of concrete	
GATE POSTS .250 WALL				
① 4" SQ ② 4" SQ	GREEN	3'	(+/-)	
	O.D. set in		ft. of concrete	
GATE POSTS				
② 2 7/8"	SCH 40	2'	(+/-)	
	O.D. set in		ft. of concrete	
① DOUBLE	② 8' X 7'	GREEN	1 1/2" SQ	O.D. Frame
	Gate	Opening		
① DOUBLE	① 26' X 7'	GREEN	2" SQ	O.D. Frame
	Gate	Opening		
② DOUBLE	② 12'-16' X 6'	SCH 40	15/8"	O.D. Frame
	Gate	Opening		

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any question concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

*NOTE: BUSHES/PLANTS IN NEW FENCE LINES NEED CLEARED/ TRIMMED PRIOR TO INSTALL BY OTHERS, NOT CARTER FENCE

Carter Fence Co., Inc. is not responsible for location or repair of underground utilities, sprinkler lines/systems, and/or location of property and fence lines. Any permits or engineering, if required, is customer's responsibility.

TERMS: MATERIAL AND PROGRESS BILLING

Property owned by: _____ Taxes, if any, are included in the contract price.

ACCEPTANCE: This proposal, signed this _____ day of _____ 20 _____ becomes a contract when accepted by the seller, subject to the printed conditions on the reverse side hereof, and is not subject to cancellation.

BY DUSTIN COFFER

X

PRICE \$ _____

*NOTE: CUSTOMER TO PROVIDE/INSTALL FIRE DEPARTMENT KNOX BOXES AND REFLECTORS FOR 26' X 7' HIGH DOUBLE GATE, NOT CARTER FENCE

Due to an unstable steel market, prices to be confirmed upon acceptance of proposal

Project 19-145
ROES
Phase I

Received _____ By _____ Set _____ Comp _____

PROPOSAL/CONTRACT
No 97174

Contractor's License #304464

We Also Accept



CARTER
FENCE CO. INC

Since 1946



carterfence.com

13207 SHERMAN WAY
NORTH HOLLYWOOD, CA 91605-4649

(818) 765-0844 (818) 983-1515
(861) 257-2002 (805) 517-1186
Fax (818) 765-0360

TO: OAK PARK UNIFIED SCHOOL DISTRICT 5801 CONIFER STREET OAK PARK, CA 91377
PHONE (c) 805-264-4133 EMAIL: KHENDERSON@OPUSD.ORG ATTN: KEITH HENDERSON DATE 5/3/19

TO FURNISH AS SPECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:					
RED OAK ELEMENTARY SCHOOL		4857 ROCKFIELD STREET		OAK PARK, CA 91377	
627'	LINEAL FEET OF FENCING, WITHOUT TOP RAIL, AS SPECIFIED HEREIN.	lin. ft. complete fence	style, appr.	lin. high	ga. mesh
6' AND 7'-8'	FENCE HEIGHT OVERALL INCLUDING	lin. ft. complete fence	style, appr.	lin. high	ga. mesh
NONE	STRANDS OF BARBED WIRE	lin. ft. complete fence	style, appr.	lin. high	ga. mesh
FRAMEWORK TO BE CHAIN LINK OR IRON		LINE POSTS			
ORNAMENTAL IRON IS SUBJECT TO RUST. PAINT WARRANTY IS 60 DAYS.		for fence to be	O.D. set in	feet of concrete, spaced	feet on center
		LINE POSTS			
		for fence to be	O.D. set in	feet of concrete, spaced	feet on center

MAP PAGE

OFFICE USE ONLY

*NOTE: SINGLE EXPANDED METAL BACKING ON ALL CRASH OUT GATES AND SIDE PANELS

DIAGRAM

(SEE ATTACHED DIAGRAMS)

*NOTE: THIS QUOTE INCLUDES PAYMENT AND PERFORMANCE BONDS

(C) "GATE FROM SCHOOL TO PARK PARKING LOT"

*INSTALL (1) 11' X 7' HIGH CHAIN LINK DOUBLE GATE WITH VON DUPRIN #99 CRASH OUT LOCK, PULL HANDLE, AND KEYED ENTRY, VERTICAL ROD LATCH TO OVERHEAD TRANSOM AND CONCRETE, EXPANDED METAL BACKING, 10" KICK PLATE, AND MAMMOTH 180 SELF CLOSE HINGES. REMOVE AND HAIL AWAY (1) EXISTING 11' X 6' HIGH DOUBLE GATE.

\$15,870.00

(D) "FIRE LANE ENTRY GATE"

*INSTALL (1) 4' X 7' HIGH CHAIN LINK SINGLE GATE WITH VON DUPRIN #99 CRASH OUT LOCK, PULL HANDLE, AND KEYED ENTRY, DROP ROD, EXPANDED METAL BACKING ON GATE AND SIDE PANEL, 10" KICK PLATE, AND MAMMOTH 180 SELF CLOSE HINGES. NEW GATE WITH 4" SQUARE TRANSOM. REMOVE AND HAIL AWAY (1) EXISTING 5' X 5' HIGH SINGLE GATE.

\$9,740.00

*NOTE: NEW CHAIN LINK GATES WITH 1 1/2" SQUARE PRE-GALVANIZED 11 GAUGE IRON FRAMES (FOR (C) AND (D))

(C) 11'	GALVANIZED 4" SQ (TRANSOM)	O.D.
(D) 10'	GALVANIZED 4" SQ (PANEL/TRANSOM)	O.D.
CORNER POSTS		
	O.D. set in	ft. of concrete
CORNER POSTS		
	O.D. set in	ft. of concrete
END POSTS		
	O.D. set in	ft. of concrete
END POSTS		
	O.D. set in	ft. of concrete
GATE POSTS		
(C) 4" SQ	GALV. 2' (+/-)	ft. of concrete
GATE POSTS		
(D) 4" SQ	GALV. (CORED) 1-2' (+/-)	ft. of concrete
(C) DOUBLE Gate 11' X 7'	GALV. Opening 1 1/2" SQ	O.D. Frame
• 9 GA 1/2" MSH 4L Gate	EXPANDED METAL BACKING	O.D. Frame
• SELF CLOSING		O.D. Frame
(D) SINGLE Gate 4' X 7'	GALV. Opening 1 1/2" SQ	O.D. Frame

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any question concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

TERMS: MATERIAL AND PROGRESS BILLING

Property owned by: _____ Taxes, if any, are included in the contract price.

ACCEPTANCE: This proposal, signed this _____ day of _____ 20____ becomes a contract when accepted by the seller, subject to the printed conditions on the reverse side hereof, and is not subject to cancellation.

BY DUSTIN COFFER

X

[Signature]

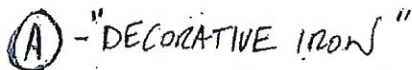
PRICE \$

\$130,400.00

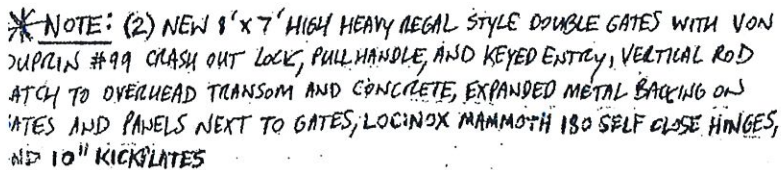
*NOTE: THIS QUOTE IS BASED ON CALIFORNIA PRE-VAILING WAGE WITH NORMAL WORKING HOURS MONDAY-FRIDAY

Carter Fence Co., Inc. is not responsible for location or repair of underground utilities, sprinkler lines/systems, and/or location of property and fence lines. Any permits or engineering, if required, is customer's responsibility.

Due to an unstable steel market, prices to be confirmed upon acceptance of proposal



"BLDG"

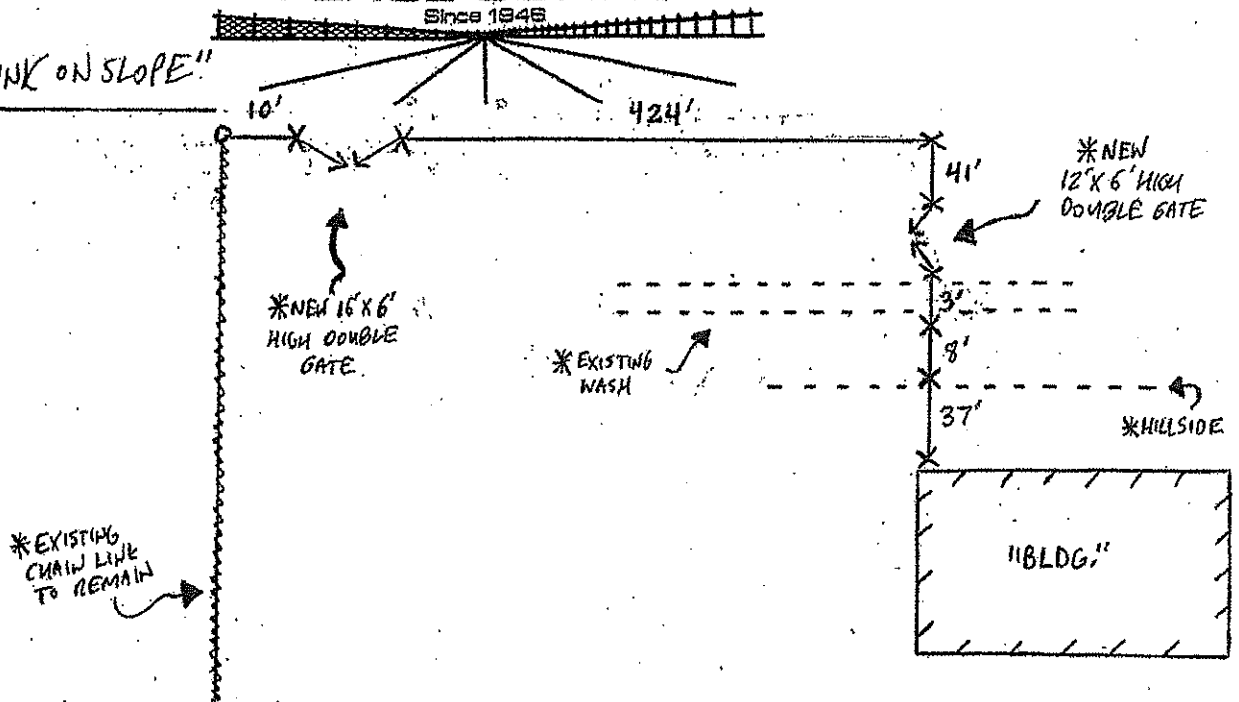


*NOTE: NEW 26' X 7' HIGH DOUBLE GATE WITH HEAVY DUTY DROP BOLTS

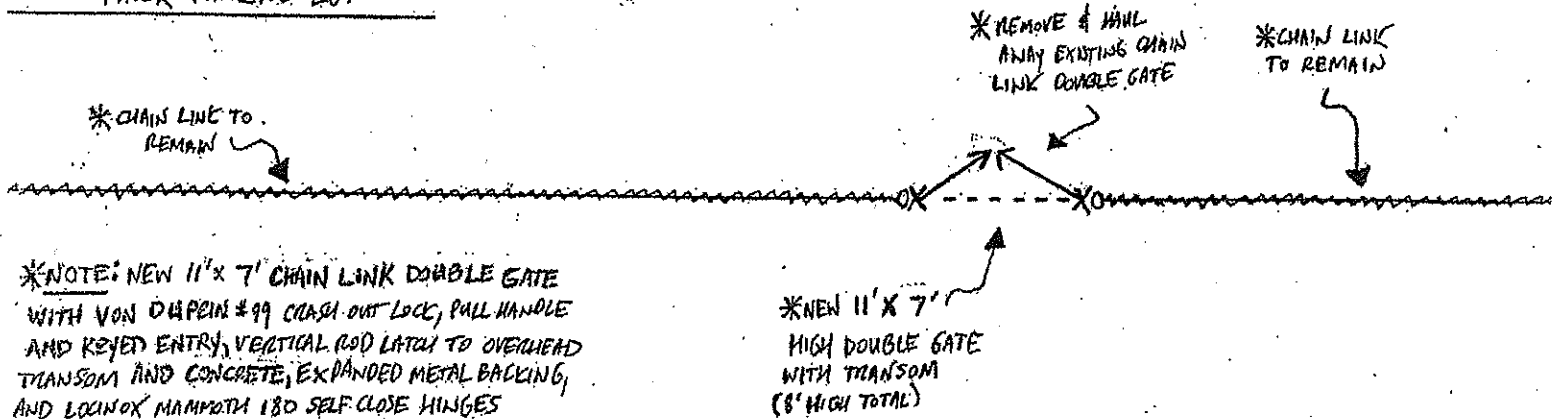
CARTER FENCE CO. INC

Since 1948

Ⓐ - "CHAIN LINK ON SLOPE"

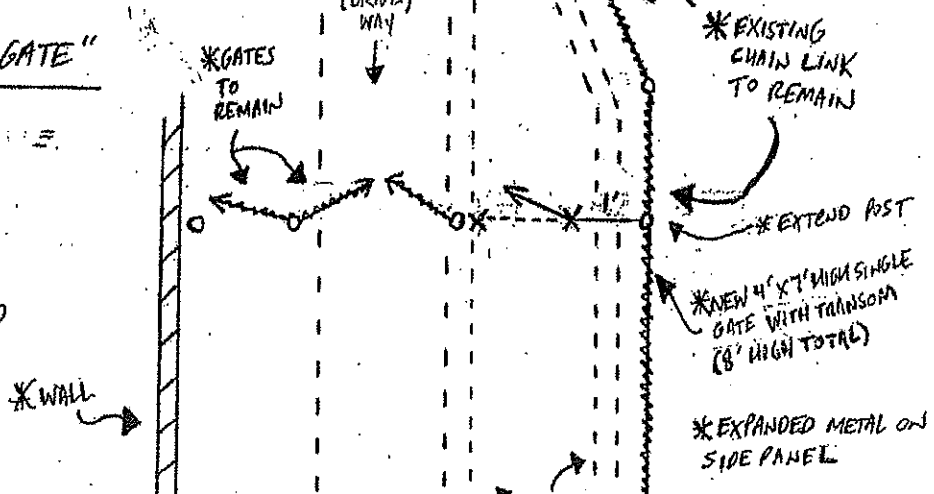


Ⓒ - "GATE FROM SCHOOL TO PARK PARKING LOT"



Ⓓ - "FIRE LANE ENTRY GATE"

*NOTE: NEW 4' X 7' SINGLE CHAIN LINK GATE WITH VON DUPPIN #99 CRASH OUT LOCKS, PULL HANDLE, AND KEYED ENTRY, SELF CLOSE HARDWARE, DROP ROD, AND EXPANDED METAL BACKING ON GATE AND SIDE PANEL



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.2.r. APPROVE DISPOSAL OF OBSOLETE PERSONAL PROPERTY – TECHNOLOGY EQUIPMENT

ACTION

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

BACKGROUND: The District has decommissioned the first generation of Chromebooks since they have aged beyond Google's support for managed use as expected. The District's technology department has compiled the accompanying list of these Chromebooks (268 Dell Chromebook 11's from 2014, and 197 HP Chromebook 14's) and is requesting authorization for its sale and/or disposal as authorized by EC 17546.

The District has used eWaste recyclers or obsolete electronic equipment processors to pick up and dispose of obsolete electronic equipment. Depending on the devices being disposed of, the vendors pay per pound of electronic waste, or per device depending on the age and condition of the device. The district will investigate both options to find the one that provides the most compensation. The Tech Department believes the devices being disposed of is worth less than \$2500.

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

FISCAL IMPACT: It is estimated that the amount that will be received from the disposal of the listed equipment will be up to \$2400, which will be deposited in the General Fund.

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

Prepared by:
Enoch Kwok, Director, Educational Technology and Information Services
Adam Rauch, Assistant Superintendent Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 20, 2019

Approve Disposal Of Obsolete Personal Property – Technology Equipment

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	_____	_____	_____	_____

List of Obsolete Technology Equipment August 20, 2019

Asset Tag	Serial Number	Status	Model
T4673	4RVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4734	97TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4516	6RYKY22	Deprovision	Dell Chromebook 11 (2014)
T-4645	581TY22	Deprovision	Dell Chromebook 11 (2014)
T-4601	DN3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-5363	8SJM242	Deprovision	Dell Chromebook 11 (2014)
T-4625	FQ3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4662	9PHTY22	Deprovision	Dell Chromebook 11 (2014)
T-4599	G43KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4722	C7TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4605	4Q3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4718	FRSTY22	Deprovision	Dell Chromebook 11 (2014)
T-4598	G04KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4570	BR2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4759	2VJM242	Deprovision	Dell Chromebook 11 (2014)
T-4565	662KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4704	27TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4604	FN3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4703	F7TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4601	7Q3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4691	2MWJY22	Deprovision	Dell Chromebook 11 (2014)
T-4630	FH2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4559	4X1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4730	77TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4568	4B3JZ22	Deprovision	Dell Chromebook 11 (2014)
T-4740	34TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4607	BT2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4702	5T7JY22	Deprovision	Dell Chromebook 11 (2014)
T-4752	BSJM242	Deprovision	Dell Chromebook 11 (2014)
T-4678	HFQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4773	HRJM242	Deprovision	Dell Chromebook 11 (2014)
T-4672	5Q8JY22	Deprovision	Dell Chromebook 11 (2014)
T-4753	GRJM242	Deprovision	Dell Chromebook 11 (2014)
T-4728	C3TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4591	C24KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4666	HHRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4675	1RQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4679	DPHTY22	Deprovision	Dell Chromebook 11 (2014)
T-4597	CY2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4765	CGCM242	Deprovision	Dell Chromebook 11 (2014)
T-4739	60TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4523	3L9JY22	Deprovision	Dell Chromebook 11 (2014)

List of Obsolete Technology Equipment August 20, 2019

T-4682	2LRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4623	9S2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4726	J3TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4590	733KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4588	GX3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4717	B3TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4553	6S8JY22	Deprovision	Dell Chromebook 11 (2014)
T-4648	9RMSY22	Deprovision	Dell Chromebook 11 (2014)
T-4609	6P3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4586	9D3JZ22	Deprovision	Dell Chromebook 11 (2014)
T-4685	DNRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4696	249JY22	Deprovision	Dell Chromebook 11 (2014)
T-4663	HCQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4511	658JY22	Deprovision	Dell Chromebook 11 (2014)
T-4512	7LYKY22	Deprovision	Dell Chromebook 11 (2014)
T-5361	39TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4606	1Z3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4613	4V2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4738	19TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4564	CX1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4547	6MVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4641	98QSY22	Deprovision	Dell Chromebook 11 (2014)
T-4574	252KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4768	FRJM242	Deprovision	Dell Chromebook 11 (2014)
T-4687	6YSTY22	Deprovision	Dell Chromebook 11 (2014)
T-4777	JVHM242	Deprovision	Dell Chromebook 11 (2014)
T-4636	DKQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4550	DRVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4785	BRJM242	Deprovision	Dell Chromebook 11 (2014)
T-4715	56TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4668	96TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4569	652KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4612	7Z3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4533	F9ZKY22	Deprovision	Dell Chromebook 11 (2014)
T-4567	8R2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4761	BTJM242	Deprovision	Dell Chromebook 11 (2014)
T-4706	85TTY22	Deprovision	Dell Chromebook 11 (2014)
T-5371	C7BJY22	Deprovision	Dell Chromebook 11 (2014)
T-4640	8CRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4776	1VHM242	Deprovision	Dell Chromebook 11 (2014)
T-4581	HT3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4538	7NVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4769	6ZHM242	Deprovision	Dell Chromebook 11 (2014)

List of Obsolete Technology Equipment August 20, 2019

T-4721	H2TTY22	Deprovision	Dell Chromebook 11 (2014)
	6KQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4611	BV2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4582	G32KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4526	2LVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4659	7MRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4654	HJQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4635	F9QSY22	Deprovision	Dell Chromebook 11 (2014)
T-4562	C42KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4527	2R8JY22	Deprovision	Dell Chromebook 11 (2014)
T-4653	8QRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4755	61JM242	Deprovision	Dell Chromebook 11 (2014)
T-4719	D1TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4665	7RQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4600	3S2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4518	1KZKY22	Deprovision	Dell Chromebook 11 (2014)
T-4593	H24KZ22	Deprovision	Dell Chromebook 11 (2014)
T-5365	FQJM242	Deprovision	Dell Chromebook 11 (2014)
T-4585	F14KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4584	FT2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4655	3L4SY22	Deprovision	Dell Chromebook 11 (2014)
T-4689	8MVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4522	508JY22	Deprovision	Dell Chromebook 11 (2014)
T-4751	3WJM242	Deprovision	Dell Chromebook 11 (2014)
T-4520	G8ZKY22	Deprovision	Dell Chromebook 11 (2014)
T-4712	28TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4744	78TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4566	932KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4595	5N3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4681	337SY22	Deprovision	Dell Chromebook 11 (2014)
T-4698	F48JY22	Deprovision	Dell Chromebook 11 (2014)
T-4508	1LVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4747	4ZZSY22	Deprovision	Dell Chromebook 11 (2014)
T-4741	H3TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4626	1P3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4782	5TJM242	Deprovision	Dell Chromebook 11 (2014)
T-4733	J7TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4784	7RJM242	Deprovision	Dell Chromebook 11 (2014)
T-4699	338JY22	Deprovision	Dell Chromebook 11 (2014)
T-4684	B4QSY22	Deprovision	Dell Chromebook 11 (2014)
T-4638	GXRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4628	424KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4614	D33KZ22	Deprovision	Dell Chromebook 11 (2014)

List of Obsolete Technology Equipment August 20, 2019

T-4658	DHRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4671	FPVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4549	778JY22	Deprovision	Dell Chromebook 11 (2014)
T-4576	BW1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4561	7X1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4660	9LQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4774	DRJM242	Deprovision	Dell Chromebook 11 (2014)
T-4724	94TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4551	CPVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4680	7CRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4548	538JY22	Deprovision	Dell Chromebook 11 (2014)
T-4775	GVJM242	Deprovision	Dell Chromebook 11 (2014)
T-5362	44TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4746	H8TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4683	3DRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4780	4SJM242	Deprovision	Dell Chromebook 11 (2014)
T-4580	CB3JZ22	Deprovision	Dell Chromebook 11 (2014)
T-4705	8PZSY22	Deprovision	Dell Chromebook 11 (2014)
T-4767	7VJM242	Deprovision	Dell Chromebook 11 (2014)
T-4528	969JY22	Deprovision	Dell Chromebook 11 (2014)
T-4764	CSJM242	Deprovision	Dell Chromebook 11 (2014)
T-4627	3Q3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4510	5RVJY22	Deprovision	Dell Chromebook 11 (2014)
T-5366	3TJM242	Deprovision	Dell Chromebook 11 (2014)
T-4594	B33KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4723	88TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4513	9PVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4560	BC2KZ22	Deprovision	Dell Chromebook 11 (2014)
	GSJM242	Deprovision	Dell Chromebook 11 (2014)
T-4631	4PRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4670	D78JY22	Deprovision	Dell Chromebook 11 (2014)
T-4786	20JM242	Deprovision	Dell Chromebook 11 (2014)
T-4772	5THM242	Deprovision	Dell Chromebook 11 (2014)
T-4610	9C2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4517	8G3LY22	Deprovision	Dell Chromebook 11 (2014)
T-4616	5S2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4649	21QSY22	Deprovision	Dell Chromebook 11 (2014)
T-4701	9MVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4732	16TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4650	GDPSY22	Deprovision	Dell Chromebook 11 (2014)
T-4571	9X1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-5360	HJDTY22	Deprovision	Dell Chromebook 11 (2014)
T-4532	6FZKY22	Deprovision	Dell Chromebook 11 (2014)

List of Obsolete Technology Equipment August 20, 2019

	5NVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4714	19DTY22	Deprovision	Dell Chromebook 11 (2014)
T-4735	37TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4737	F5TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4563	8D3JZ22	Deprovision	Dell Chromebook 11 (2014)
T-4622	5V2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4743	67TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4507	B18JY22	Deprovision	Dell Chromebook 11 (2014)
T-4757	GZHM242	Deprovision	Dell Chromebook 11 (2014)
T-4770	8TJM242	Deprovision	Dell Chromebook 11 (2014)
T-4634	B2QSY22	Deprovision	Dell Chromebook 11 (2014)
T-4736	D4TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4697	DMVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4633	JNQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4690	4LWJY22	Deprovision	Dell Chromebook 11 (2014)
T-4575	452KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4695	J39JY22	Deprovision	Dell Chromebook 11 (2014)
T-4756	JVJM242	Deprovision	Dell Chromebook 11 (2014)
T-4760	51JM242	Deprovision	Dell Chromebook 11 (2014)
T-4766	7QJM242	Deprovision	Dell Chromebook 11 (2014)
T-4763	BQJM242	Deprovision	Dell Chromebook 11 (2014)
T-4692	BPVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4521	C49JY22	Deprovision	Dell Chromebook 11 (2014)
T-4524	CLVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4742	C4TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4694	2NVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4676	FQRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4758	CVJM242	Deprovision	Dell Chromebook 11 (2014)
T-4589	933KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4652	FCPSY22	Deprovision	Dell Chromebook 11 (2014)
T-4592	514KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4656	9H6SY22	Deprovision	Dell Chromebook 11 (2014)
T-4579	6S2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4745	FK4SY22	Deprovision	Dell Chromebook 11 (2014)
T-4637	HXPSY22	Deprovision	Dell Chromebook 11 (2014)
T-4686	58TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4729	47TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4578	562KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4646	5JQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4620	HL2KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4754	2WJM242	Deprovision	Dell Chromebook 11 (2014)
T-4624	CM3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4651	BFQSY22	Deprovision	Dell Chromebook 11 (2014)

List of Obsolete Technology Equipment August 20, 2019

T-4536	D49JY22	Deprovision	Dell Chromebook 11 (2014)
T-4583	D04KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4647	HG6SY22	Deprovision	Dell Chromebook 11 (2014)
T-4725	GVPSY22	Deprovision	Dell Chromebook 11 (2014)
T-4716	HYSTY22	Deprovision	Dell Chromebook 11 (2014)
T-4632	FFRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4644	8GRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4671	DPVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4615	7K3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4639	5DRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4674	3RRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4535	FZ8JY22	Deprovision	Dell Chromebook 11 (2014)
T-4643	38PSY22	Deprovision	Dell Chromebook 11 (2014)
T-4762	8ZHM242	Deprovision	Dell Chromebook 11 (2014)
T-4713	B7TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4537	H29JY22	Deprovision	Dell Chromebook 11 (2014)
T-4509	GPVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4727	54TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4629	8Q3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4778	3RJM242	Deprovision	Dell Chromebook 11 (2014)
T-4618	9D3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4530	1V8JY22	Deprovision	Dell Chromebook 11 (2014)
T-4667	G7TTY22	Deprovision	Dell Chromebook 11 (2014)
T-4617	JM3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4586	BX1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4700	7PVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4519	G9ZKY22	Deprovision	Dell Chromebook 11 (2014)
T-4669	159JY22	Deprovision	Dell Chromebook 11 (2014)
T-4515	8L9JY22	Deprovision	Dell Chromebook 11 (2014)
T-4534	38ZKY22	Deprovision	Dell Chromebook 11 (2014)
T-4779	JRJM242	Deprovision	Dell Chromebook 11 (2014)
T-4731	2JSTY22	Deprovision	Dell Chromebook 11 (2014)
T-4514	5PVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4781	FTJM242	Deprovision	Dell Chromebook 11 (2014)
T-4602	CP3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4771	90GM242	Deprovision	Dell Chromebook 11 (2014)
T-4531	JCZKY22	Deprovision	Dell Chromebook 11 (2014)
T-4572	JX1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4577	2Y1KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4661	D5QSY22	Deprovision	Dell Chromebook 11 (2014)
T-4573	FW3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4552	319JY22	Deprovision	Dell Chromebook 11 (2014)
T-4621	873KZ22	Deprovision	Dell Chromebook 11 (2014)

List of Obsolete Technology Equipment August 20, 2019

T-4720	D5TTY22	Deprovision	Dell Chromebook 11 (2014)
T-5364	DLHM242	Deprovision	Dell Chromebook 11 (2014)
T-4525	6LVJY22	Deprovision	Dell Chromebook 11 (2014)
T-4539	J99JY22	Deprovision	Dell Chromebook 11 (2014)
T-4677	4GRSY22	Deprovision	Dell Chromebook 11 (2014)
T-4608	153KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4688	1KDTY22	Deprovision	Dell Chromebook 11 (2014)
T-4596	J04KZ22	Deprovision	Dell Chromebook 11 (2014)
T-4657	DPQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4664	CTQSY22	Deprovision	Dell Chromebook 11 (2014)
T-4619	7N3KZ22	Deprovision	Dell Chromebook 11 (2014)
T-3636	5CD41234CL	Deprovision	HP Chromebook 14
T-2432	5CD4122HQ5	Deprovision	HP Chromebook 14
T-3647	5CD412341T	Deprovision	HP Chromebook 14
T-3719	5CD41233XZ	Deprovision	HP Chromebook 14
T-2399	5CD4122HJW	Deprovision	HP Chromebook 14
T-3623	5CD41233D3	Deprovision	HP Chromebook 14
T-2443	5CD4122HPW	Deprovision	HP Chromebook 14
T-3634	5CD4123418	Deprovision	HP Chromebook 14
T-3732	5CD412342M	Deprovision	HP Chromebook 14
T-2446	5CD4122HNN	Deprovision	HP Chromebook 14
T-2471	5CD4122HMH	Deprovision	HP Chromebook 14
T-3610	5CD4122NVK	Deprovision	HP Chromebook 14
T-3714	5CD41233BQ	Deprovision	HP Chromebook 14
T-3621	5CD4122HKM	Deprovision	HP Chromebook 14
T-3626	5CD4122HKP	Deprovision	HP Chromebook 14
T-3643	5CD41233WS	Deprovision	HP Chromebook 14
T-2422	5CD4122HNL	Deprovision	HP Chromebook 14
T-2427	5CD4122HPS	Deprovision	HP Chromebook 14
T-2475	5CD4122HCS	Deprovision	HP Chromebook 14
T-2404	5CD4122HJP	Deprovision	HP Chromebook 14
T-2436	5CD4122NV6	Deprovision	HP Chromebook 14
T-2483	5CD4122HND	Deprovision	HP Chromebook 14
T-2470	5CD4122HMF	Deprovision	HP Chromebook 14
T-2438	5CD4122HPD	Deprovision	HP Chromebook 14
T-2433	5CD4122HMY	Deprovision	HP Chromebook 14
T-2456	5CD4122HMD	Deprovision	HP Chromebook 14
T-3644	5CD41233BW	Deprovision	HP Chromebook 14
T-3743	5CD412342T	Deprovision	HP Chromebook 14
T-3746	5CD41233YD	Deprovision	HP Chromebook 14
T-2448	5CD4122HNNH	Deprovision	HP Chromebook 14
T-3736	5CD412340K	Deprovision	HP Chromebook 14
T-2439	5CD4122HQ2	Deprovision	HP Chromebook 14

List of Obsolete Technology Equipment August 20, 2019

T-2485	5CD4122HMR	Deprovision	HP Chromebook 14
T-3613	5CD4122NTG	Deprovision	HP Chromebook 14
T-3648	5CD41233D6	Deprovision	HP Chromebook 14
T-3624	5CD4122HJG	Deprovision	HP Chromebook 14
T-2423	5CD4122HQ1	Deprovision	HP Chromebook 14
T-2401	5CD41233CS	Deprovision	HP Chromebook 14
T-3715	5CD4123422	Deprovision	HP Chromebook 14
T-2477	5CD4122HNB	Deprovision	HP Chromebook 14
T-2496	5CD4122HN7	Deprovision	HP Chromebook 14
T-2458	5CD4122HMJ	Deprovision	HP Chromebook 14
T-2428	5CD4122NS7	Deprovision	HP Chromebook 14
T-2462	5CD4122HNX	Deprovision	HP Chromebook 14
T-2410	5CD412340H	Deprovision	HP Chromebook 14
T-2463	5CD4122HNZ	Deprovision	HP Chromebook 14
T-3646	5CD412342R	Deprovision	HP Chromebook 14
T-3618	5CD4122HK4	Deprovision	HP Chromebook 14
T-2412	5CD412341Z	Deprovision	HP Chromebook 14
T-3629	5CD4122HKH	Deprovision	HP Chromebook 14
T-2406	5CD4122HK0	Deprovision	HP Chromebook 14
T-2429	5CD4122NTR	Deprovision	HP Chromebook 14
T-2442	5CD4122HM9	Deprovision	HP Chromebook 14
T-2480	5CD4122HNM	Deprovision	HP Chromebook 14
T-2479	5CD4122HP1	Deprovision	HP Chromebook 14
T-2434	5CD41233C7	Deprovision	HP Chromebook 14
T-2411	5CD4123423	Deprovision	HP Chromebook 14
T-3633	5CD41233B8	Deprovision	HP Chromebook 14
T-2481	5CD4122HN8	Deprovision	HP Chromebook 14
T-3640	5CD412338B	Deprovision	HP Chromebook 14
T-2434	5CD412277G	Deprovision	HP Chromebook 14
T-2450	5CD4122HNP	Deprovision	HP Chromebook 14
T-3638	5CD4123PH6	Deprovision	HP Chromebook 14
T-2486	5CD4122HMZ	Deprovision	HP Chromebook 14
T-3608	5CD4122NTP	Deprovision	HP Chromebook 14
T-2460	5CD4122HN3	Deprovision	HP Chromebook 14
T-3612	5CD4122NVD	Deprovision	HP Chromebook 14
T-2500	5CD412340L	Deprovision	HP Chromebook 14
T-3656	5CD41233BF	Deprovision	HP Chromebook 14
T-3712	5CD41233Y4	Deprovision	HP Chromebook 14
T-2457	5CD4122HL6	Deprovision	HP Chromebook 14
T-3738	5CD412341D	Deprovision	HP Chromebook 14
T-3711	5CD41233WX	Deprovision	HP Chromebook 14
T-3657	5CD41233XB	Deprovision	HP Chromebook 14
T-3727	5CD41234FP	Deprovision	HP Chromebook 14

List of Obsolete Technology Equipment August 20, 2019

T-3740	5CD412341W	Deprovision	HP Chromebook 14
T-3713	5CD41234G9	Deprovision	HP Chromebook 14
T-2452	5CD4122HP0	Deprovision	HP Chromebook 14
T-2425	5CD4122HP7	Deprovision	HP Chromebook 14
T-2467	5CD4122HN6	Deprovision	HP Chromebook 14
T-3607	5CD4122HN2	Deprovision	HP Chromebook 14
T-2493	5CD4122HPP	Deprovision	HP Chromebook 14
T-2419	5CD4122HPQ	Deprovision	HP Chromebook 14
T-3749	5CD352260W	Deprovision	HP Chromebook 14
T-3745	5CD4123415	Deprovision	HP Chromebook 14
T-2420	5CD4122HPY	Deprovision	HP Chromebook 14
T-3722	5CD41233Y0	Deprovision	HP Chromebook 14
T-3614	5CD4122NVF	Deprovision	HP Chromebook 14
T-2445	5CD4122HP2	Deprovision	HP Chromebook 14
T-3742	5CD4123421	Deprovision	HP Chromebook 14
T-3609	5CD4122NNZ	Deprovision	HP Chromebook 14
T-2487	5CD4122HN4	Deprovision	HP Chromebook 14
T-3653	5CD41233ZL	Deprovision	HP Chromebook 14
T-2482	5CD4122HHV	Deprovision	HP Chromebook 14
T-2469	5CD4122HM5	Deprovision	HP Chromebook 14
T-2430	5CD4122NTM	Deprovision	HP Chromebook 14
T-3744	5CD41233ZM	Deprovision	HP Chromebook 14
T-3617	5CD4122HKL	Deprovision	HP Chromebook 14
T-2421	5CD4122HPK	Deprovision	HP Chromebook 14
T-3642	5CD41233XC	Deprovision	HP Chromebook 14
T-3730	5CD412342G	Deprovision	HP Chromebook 14
T-2453	5CD4122HL9	Deprovision	HP Chromebook 14
T-3632	5CD41234F0	Deprovision	HP Chromebook 14
T-2426	5CD4122NV0	Deprovision	HP Chromebook 14
T-2451	5CD4122HNW	Deprovision	HP Chromebook 14
T-3728	5CD412342P	Deprovision	HP Chromebook 14
T-2459	5CD4122HM2	Deprovision	HP Chromebook 14
T-2472	5CD4122HCN	Deprovision	HP Chromebook 14
T-3729	5CD412342K	Deprovision	HP Chromebook 14
T-2431	5CD4122HPX	Deprovision	HP Chromebook 14
T-3733	5CD41233D8	Deprovision	HP Chromebook 14
T-2465	5CD4122HNS	Deprovision	HP Chromebook 14
T-3615	5CD4122NT6	Deprovision	HP Chromebook 14
	5CD412340B	Deprovision	HP Chromebook 14
T-2393	5CD41233XX	Deprovision	HP Chromebook 14
T-3631	5CD412347Y	Deprovision	HP Chromebook 14
T-2494	5CD4122HP9	Deprovision	HP Chromebook 14
T-2415	5CD412341S	Deprovision	HP Chromebook 14

List of Obsolete Technology Equipment August 20, 2019

T-2492	5CD4122HPF	Deprovision	HP Chromebook 14
T-3652	5CD412342C	Deprovision	HP Chromebook 14
T-3637	5CD41233XQ	Deprovision	HP Chromebook 14
T-2394	5CD41234J5	Deprovision	HP Chromebook 14
T-2464	5CD4122HMG	Deprovision	HP Chromebook 14
T-3658	5CD41230NJ	Deprovision	HP Chromebook 14
T-2418	5CD4122HP5	Deprovision	HP Chromebook 14
T-3611	5CD4122NK6	Deprovision	HP Chromebook 14
T-2396	5CD41233X9	Deprovision	HP Chromebook 14
T-3724	5CD41234GQ	Deprovision	HP Chromebook 14
T-2398	5CD41233X7	Deprovision	HP Chromebook 14
T-2454	5CD4122HMM	Deprovision	HP Chromebook 14
T-2440	5CD4122HPN	Deprovision	HP Chromebook 14
T-3641	5CD41233FD	Deprovision	HP Chromebook 14
T-2409	5CD41234FR	Deprovision	HP Chromebook 14
T-2402	5CD41233DQ	Deprovision	HP Chromebook 14
T-3645	5CD412342S	Deprovision	HP Chromebook 14
T-2397	5CD4122HK5	Deprovision	HP Chromebook 14
T-2468	5CD4122HMQ	Deprovision	HP Chromebook 14
T-2408	5CD4122HKW	Deprovision	HP Chromebook 14
T-2407	5CD4122HKN	Deprovision	HP Chromebook 14
T-3619	5CD4122HK1	Deprovision	HP Chromebook 14
T-2478	5CD4122HNQ	Deprovision	HP Chromebook 14
T-3721	5CD41233WK	Deprovision	HP Chromebook 14
T-3625	5CD4122HKR	Deprovision	HP Chromebook 14
T-2473	5CD4122HPJ	Deprovision	HP Chromebook 14
T-2413	5CD4122HMP	Deprovision	HP Chromebook 14
T-3737	5CD412340T	Deprovision	HP Chromebook 14
T-3650	5CD41233D2	Deprovision	HP Chromebook 14
T-3639	5CD41233F4	Deprovision	HP Chromebook 14
T-4555	5CD4291LHQ	Deprovision	HP Chromebook 14
T-2444	5CD4122HN9	Deprovision	HP Chromebook 14
T-2400	5CD41233DX	Deprovision	HP Chromebook 14
T-2484	5CD4122HGH	Deprovision	HP Chromebook 14
T 3622	5CD4122HKD	Deprovision	HP Chromebook 14
T-2416	5CD4122HQ0	Deprovision	HP Chromebook 14
T-2489	5CD4122HPC	Deprovision	HP Chromebook 14
T-2414	5CD4122HLG	Deprovision	HP Chromebook 14
T-3739	5CD4123419	Deprovision	HP Chromebook 14
T-3628	5CD4122HK6	Deprovision	HP Chromebook 14
T-2417	5CD4122HPH	Deprovision	HP Chromebook 14
T-2495	5CD4122HMT	Deprovision	HP Chromebook 14
T-2466	5CD4122HF9	Deprovision	HP Chromebook 14

List of Obsolete Technology Equipment August 20, 2019

T-3710	5CD412340S	Deprovision	HP Chromebook 14
T-2490	5CD4122HP8	Deprovision	HP Chromebook 14
T-3635	5CD41233B1	Deprovision	HP Chromebook 14
T-3748	5CD412342Q	Deprovision	HP Chromebook 14
T-2498	5CD4122HMW	Deprovision	HP Chromebook 14
T-2491	5CD4122HNV	Deprovision	HP Chromebook 14
T-3630	5CD41233XL	Deprovision	HP Chromebook 14
T-2441	5CD4122HPV	Deprovision	HP Chromebook 14
T-2461	5CD4122HNY	Deprovision	HP Chromebook 14
T-3731	5CD4122P0F	Deprovision	HP Chromebook 14
T-2455	5CD4122HMK	Deprovision	HP Chromebook 14
T-3735	5CD41233DR	Deprovision	HP Chromebook 14
T-4554	5CD4291LHW	Deprovision	HP Chromebook 14
T-2424	5CD4122HPR	Deprovision	HP Chromebook 14
T-3649	5CD4122HW6	Deprovision	HP Chromebook 14
T-3741	5CD412341M	Deprovision	HP Chromebook 14
T-2449	5CD4122HP6	Deprovision	HP Chromebook 14
T-3654	5CD41233DP	Deprovision	HP Chromebook 14
T-2476	5CD4122HNJ	Deprovision	HP Chromebook 14
T-2405	5CD41234J2	Deprovision	HP Chromebook 14
T-3717	5CD412341G	Deprovision	HP Chromebook 14
T-2437	5CD4122HPT	Deprovision	HP Chromebook 14
T-3655	5CD41233F7	Deprovision	HP Chromebook 14
T-3627	5CD4122HKF	Deprovision	HP Chromebook 14
T-2488	5CD4122HN1	Deprovision	HP Chromebook 14
T-3716	5CD412341F	Deprovision	HP Chromebook 14
T-3659	5CD41233XM	Deprovision	HP Chromebook 14
T-3723	5CD41233Y6	Deprovision	HP Chromebook 14
T-3725	5CD412341J	Deprovision	HP Chromebook 14
T-3747	5CD412342F	Deprovision	HP Chromebook 14
T-3734	5CD41233C2	Deprovision	HP Chromebook 14
T-3718	5CD41233XP	Deprovision	HP Chromebook 14
T-3616	5CD4122NV3	Deprovision	HP Chromebook 14
T-2447	5CD4122HNC	Deprovision	HP Chromebook 14
T-2497	5CD4122HNF	Deprovision	HP Chromebook 14
T-2435	5CD4122HQ7	Deprovision	HP Chromebook 14
T-2403	5CD41233XN	Deprovision	HP Chromebook 14

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.s. AUTHORIZE MEASURE S PROJECT 19-22S, KING JAMES DEBRIS CLEARANCE AND APPROVE ASSOCIATED CONSTRUCTION CONTRACT

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-22S, King James Debris Clearance and approve a construction contract Hughes General Engineering, Inc., to be funded from the Measure S bond fund?

BACKGROUND: The Measure S facility subcommittee, in consultation with Administration and construction management staff, have identified the need to clear two debris basins located at the end of District-owned parcel on King James Court in Oak Park. The proposal for the work described is noted below:

<u>COMPANY</u>	<u>SCOPE OF WORK</u>	<u>AMOUNT</u>
Hughes General Engineering, Inc.	Clean 2 debris basins located at King James Court property.	\$15,700.00

FISCAL IMPACT: The recommended authorization of project and approval of construction contract would increase the Measure S Master Plan by \$15,700.00.

ALTERNATIVES:

1. Authorize the Measure S Project 19-22S, King James Debris Clearance and approve the Associated Construction Contract to Hughes General Engineering, Inc., establishing a project budget of \$15,700, to be funded from the Measure S bond fund.
2. Do not authorize this project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 20, 2019

Authorize Measure S Project 19-22S,

King James Debris Clearance and Approve Associated Construction 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	_____	_____	_____	_____

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



PROPOSAL AND CONTRACT
Page 1 of 3

To: Oak Park Unified School District
5801 Conifer St
Oak Park, CA
Attn: Brendan Callahan

Date: May 3, 2019
Phone: 818-355-7176
Fax: _____
Email: bcallahan@opusd.org

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

Description of Property: King James Ct Debris Basin

<u>King James Ct</u>	<u>Oak Park</u>	<u>Ventura</u>
Street Address	City	County

Description of Work: Clean (2) debris basins at the end of King James Court. Work to include removal of fence to allow equipment access to job site, removal all waste and debris that has built up over debris basin, haul off all waste to dump site, regrade around debris basins to allow proper flow for future rain run off and re weld/attach fencing.

This Proposal is Based on Prevailing Wages. \$ 15,700.00

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS:

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

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

Respectfully Submitted:

By: Jeff Hughes, President

Hughes General Engineering, Inc.

Date: _____

ACCEPTANCE

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

Accepted: Brendan Callahan **Date:** 8/14/19

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

19-225

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



EXCLUSIONS LIST

Page 2 of 3

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

Hughes General Engineering is not responsible for checked off items.

TERMS AND CONDITIONS

1. ACCEPTANCE

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

2. ENTIRE AGREEMENT AND AMENDMENTS

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

3. GUARANTEE

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

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

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

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

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

4. ACCEPTANCE OF WORK

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

5. FEES AND CHARGES

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

6. ACTS OF GOD, ETC.

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

7. COLLECTION

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

8. ASSIGNMENT

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

9. PLANS AND SPECIFICATIONS

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

10. DAMAGE TO UNDERGROUND INSTALLATIONS

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

11. PAYMENTS

All work completed in any one month will be billed by the 25th of said month with payment of 95% due by the 10th of the following month. The remaining 5% (retention) is due and payable not later than 35 days from completion of our contract items of work. Time materials (Rental) if required, to be paid in full monthly, with no retention held. Interest at the rate of 1 1/2% per month shall be charged on all overdue accounts.

12. GRADES

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

13. Termination

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.2.t. AUTHORIZE MEASURE S PROJECT 19-23S, OAK PARK HIGH SCHOOL TENNIS COURT RESURFACING AND ASSOCIATED CONSTRUCTION CONTRACT

ACTION

ISSUE: Shall the Board authorize Measure S Project 19-23S, Oak Park High School Tennis Court Resurfacing and approve a construction contract to Sport Court of Southern California to be funded from the Measure S bond fund?

BACKGROUND: The Measure S facility subcommittee, in consultation with Administration and construction management staff, have identified the need to resurface the tennis courts at Oak Park High School. In the past the maintenance of the tennis court was the responsibility of the Rancho Simi Recreation and Park District based on our joint use agreement. The proposal for the work described is noted below:

COMPANY	SCOPE OF WORK	AMOUNT
Sport Court of Southern California	Resurface (6) tennis courts	\$44,084.00

FISCAL IMPACT: The recommended authorization of project and approval of construction contract would increase the Measure S Master Plan by \$44,084.00.

ALTERNATIVES:

1. Authorize the Measure S Project 19-23S, Oak Park High School Tennis Court Resurfacing and approve the Associated Construction Contract to Sport Court of Southern California, establishing a project budget of \$44,084.00, to be funded from the Measure S bond fund.
2. Do not authorize the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 20, 2019

Authorize Measure S Project 19-23S,

Oak Park High School Tennis Court Resurfacing and Approve Associated Construction 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	_____	_____	_____	_____



SPORT COURT®

Business to Business Construction Contract

Contract # _____

This Contract is Entered into on this day: Aug 15th, 2019

Between the Buyer: Oak Park High School - Attn: Brendan Callahan

Who's Mailing Address is: 899 Kanan Road Oak Park CA 91377
City State Zip code

818 355 7176 bcallahan@opusd.org
Phone #1 Home / Cell / Work Phone #2 Home / Cell / Work Email Address

And the Contractor: TD Sports, Inc. dba Sport Court of Southern California cslb License No. 660967
21 West Easy Street Unit 107, Simi Valley, California 93065
805-526-5899 FAX 805-526-5818 www.sportcourtofsoutherncalifornia.com

For the Project Located at: 899 Kanan Road Oak Park CA 91377
City State Zip code

Property Owners Name: Oak Park High School - Resurface (6) Tennis Courts

ARTICLE 1. CONTRACT DOCUMENTS

- 1.1 The contract documents consist of this agreement, general conditions, construction documents, specifications, allowances, construction payment schedule, and all change orders or modifications issued to and agreed to by both parties. All documents noted herein shall be provided to the Contractor by the Buyer. These contract documents represent the entire agreement of both parties and supersede any prior oral or written agreement.
- 1.2 Each page of this contract must be initialed and dated by the Buyer.
- 1.3 **You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started.**

ARTICLE 2. SALESPERSON

- 2.1 Solicitation and/or negotiation of this contract was performed by: Paul Geyer
A registered sales person in the State of California. His/her registration number is: 91216SP

ARTICLE 3. DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS TO BE USED AND EQUIPMENT TO BE INSTALLED

- 3.1 The Buyer agrees to purchase and the Contractor agrees to perform construction at the above mentioned project location according to the plans, drawings, modifications, and specifications as set forth in the attached Detail Document page and any associated addenda pages.

Initialed by: Buyer _____ Contractor _____

DETAIL DOCUMENT PAGE

Description of the Project and Description of the Significant Materials to be Used and Equipment to be Installed

This contract includes acrylic coatings ☒ Yes If marked Yes, See Addendum ACR01
This contract includes site work / concrete ☐ Yes X No If marked Yes, See Addendum SWC01
This Project is Approximately: 43200 square feet Approximate Dimensions 60' x 120' each tennis court

Project and Construction Details

(6) Tennis Courts: PREVAILING WAGE PROJECT: Wash and thoroughly clean surface. Repair cracks with Acrylic Crack Patch by Sport Master. Cracks will return due to expansion and contraction of concrete slab, which occurs daily with temperature change.

Remove existing material in center expansion joints, install approx 200 lf of Sikaflex 2CSL self-leveling caulking at center joints.

Apply by squeegee one coat of acrylic resurfacer coating with #90 silica sand. Apply by squeegee one coat of SportMaster Acrylic Texture System with #90 silica sand. Apply one coat by squeegee SportMaster Color System with no silica sand. Colors: To be determined by customer. Court Speed: To be determined by customer.

Paint 2" tennis play lines by hand between masking tape. Access: Owner to provide access to court, water and electricity at no charge. Squeegee marks or swirls are visible in all acrylic surfacing applications. The acrylic coating is applied with a large squeegee and this application leaves a shadow that is more prevalent when looking into the direction of the sun.

BONDS: Includes a 100% payment bond and a 100% performance bond.

\$44,084.00

Court / Line Colors TBD

Other Conditions TBD

Total: \$44,084.00

Initialed by:

Buyer _____

Contractor _____

ARTICLE 4. TIME OF COMPLETION

4.1 Approximate Start Date. The approximate start date of the project shall be: TBD

4.2 Approximate Completion Date. The approximate completion date of the project shall be: TBD

Regarding start and completion dates. Any change orders and/or unusual weather might delay or otherwise affect the start and completion date. Additionally, contractor cannot promise an exact date for any phase of installation or completion. It is safe to assume there might be some delay that cannot be foreseen at this time.

ARTICLE 5. CONTRACT PRICE AND PAYMENT SCHEDULE

5.1 The cost for constructing the project as specified in the construction documents shall be:

Forty Four Thousand and Eighty Four Dollars	\$44,084.00
This price is subject to additions and deductions pursuant to authorized change orders and allowances.	

5.2 **DOWN PAYMENT** The Buyer will make a down payment in the sum of:

--	--

The down payment will be paid before construction begins as a deposit and part of the purchase price of the project.

5.3 PROGRESS PAYMENTS The Buyer will make payments to the contractor pursuant to this payment schedule as work required by said schedule is satisfactorily completed. Buyer shall make draw payments to contractor within **5** days after request by contractor. Should the Buyer fail to make payment within 30 days, contractor may charge a penalty of **24%** annually upon the unpaid amount until paid.

	Work to be performed	Amount Due
Progress Payment	<u>Upon scheduling crews/ordering custom materials</u>	\$22,042.00
Progress Payment	<u></u>	
Progress Payment	<u></u>	
Progress Payment	<u></u>	
Progress Payment	<u></u>	
Final Payment	<u>Final Progress Payment - Due Upon Substantial Completion*</u>	\$22,042.00

RETURNED CHECK CHARGE: There is a \$25.00 fee for any returned check plus all incurred bank fees.

5.4 If progress payments are not received by the Contractor within 7 days after delivery of payment demand for work satisfactorily completed, contractor shall have the right to stop work or terminate the contract at his option. Termination by Contractor under the provisions of this paragraph shall not relieve the Buyer of the obligations of payments to Contractor for that part of the work performed prior to such termination.

5.5 *Good Faith Disputes: If there is a good faith dispute between the Buyer and the contractor as to a progress payment otherwise due, the Buyer may withhold from the progress payment up to **150%** of the disputed amount until such disputed work (punch list) has been completed.

Initialed by: Buyer _____ Contractor _____

ARTICLE 6. NOTE ABOUT EXTRA WORK AND CHANGE ORDERS

- 6.1 A Change Order is any change to the original plans and/or specifications. All change orders need to be agreed upon in writing, and signed by both parties. Change Order documents include cost, additional time considerations, approximate dates when the work will begin and be completed, description of the location where the work will be done, the scope of work. The change order is not enforceable against the buyer unless that information is included. The Buyer may not require the Contractor to perform extra or change order work without providing written authorization prior to the commencement of any work covered by the new change order.
- 6.2 Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The change order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments.
- 6.3 The Contractor's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

ARTICLE 7. INSURANCE

- 7.1 **Workers' Compensation Insurance.** The Contractor carries workers' compensation insurance for all employees.
- 7.2 **General Liability Insurance.** The Contractor, TD Sports, Inc. (dba Sport Court of Southern California, Sport Court Golf, TD Sports Playfields, and Sport Court of Los Angeles) carries commercial general liability insurance written by James River Insurance Company. You may call James River at (805) 778-9210 ext. 101 to check the contractor's insurance coverage. Contractor also carries Commercial Auto Liability Insurance. You may call TD Sports Inc. (800) 296-5566 for contact information for verification of these other policies.

ARTICLE 8. GENERAL PROVISIONS

- 8.1 **PERMITS AND APPROVALS:** The Buyer shall be responsible for obtaining any engineering, permits, or Homeowners Association approvals needed with their respective costs. Contractor may assist in obtaining these for a fee if identified and requested in writing.
- 8.2 **PROJECT LOCATION AND HOLD HARMLESS:** Project location has been marked by stakes, if applicable, at the Buyer's direction. Buyer will hold harmless Contractor for any dispute which may arise over property lines, set-backs, drain fields, underground piping, wiring, etc.
- 8.3 **EXCLUSIONS:** Project does not include electrical hook-up or landscaping unless otherwise noted.
- 8.4 **STATE OF PROPERTY:** Although Contractor will make every reasonable effort to confine it, the yard and the property may be disturbed by the installation activity. Contractor can provide no assurance and can assume no responsibility for damage to lawn, trees or shrubs in the immediate vicinity of the installation. Additionally, Contractor will assume no responsibility for cracks and or cracking of concrete, stone, brick or asphalt driveways, walkways or patios as a result of heavy equipment use on the property.
- 8.5 **ACCESS:** In the event the Buyer authorizes use of a neighbor's property for access or installation, Buyer agrees to hold Contractor harmless beyond paragraph 5 of these conditions. Written consent for any such access must be obtained by Buyer from neighbor.
- 8.6 **CLEAN-UP:** Contractor agrees to reasonably clean up the installation and access areas after installation is completed and to remove all excess installation materials and waste unless otherwise noted.
- 8.7 **UNFORESEEN OBSTACLES:** The contract price is based on the mutual assumption that the site contains no underground water, piping, wiring, nor any other condition or obstacle beneath the surface that will not accommodate standard easy installation of the project. If Buyer is aware of any underground obstacles, then they must provide notice to Contractor of any such obstacle prior to commencement of work. Should any condition exist that requires additional work or cost, the Buyer will be notified. No further work will be done until Buyer agrees to pay the additional cost of any work because of this condition. It is agreed that the Buyer shall have the option of cancelling the balance of the contract in this event. Cancellation shall also relieve Contractor of further liability or responsibility. Contractor shall not assume any responsibility nor liability for damage to or caused by unforeseen items.
- 8.8 **ADJUSTMENT:** Contractor shall have the right to adjust any measurement or dimension without securing Buyer's permission provided such adjustment does not exceed 1% (plus or minus) of total dimension.
- 8.9 **PHOTOGRAPHS :** TD Sports, Inc. takes photographic images of performed work for record keeping and warranty purposes. Occasionally, TD Sports, Inc. might reproduce those images for their photo books or other marketing purposes. TD Sports, Inc. warrants that It does not identify address, or any sensitive personal information in such reproductions. The signer of this contract may request, in writing, that no photographic images be used for purposes other than record keeping and warranty issues.
- 8.10 **ADDITIONAL TRIP CHARGE:** If a specific day has been confirmed for work to be done and Contractor arrives at job site and is unable to work because of jobs site circumstances out of our control, then Buyer is subject to a trip charge of \$400.00.
- 8.11 **INTERPRETATION AND VENUE:** This contract shall be interpreted under the laws of the State of California. Any litigation under this contract shall be resolved in the trial courts of Ventura County, State of California.

Initialed by: Buyer _____ Contractor _____

- 8.12 **COMPONENT PAYMENT:** Component Payment Is due when components are delivered on or off-site. If installation of components is delayed by Buyer in excess of 15 days after components are delivered on or off site, Buyer will be subject to a \$15/day delay or storage fee.
- 8.13 **CORPORATE AUTHORIZATION:** TD Sports, Inc. is a corporation organized and existing under the laws of the State of Delaware and fully qualified and authorized to do business in the State of California.
- 8.14 **EXCLUSIVE DISTRIBUTOR:** TD Sports, Inc. is an exclusive distributor for Connor Sport Court International. Connor Sport Court International is the manufacturer of components and surface systems. Distributors/Dealers/Account Managers are not employees, agents, nor joint ventures of Connor Sport Court International.

ARTICLE 9. Hazardous Materials, Waste And Asbestos

- 9.1 Both parties agree that dealing with hazardous materials, waste, or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal, or transportation of hazardous materials, waste, or asbestos, upon discovery of such hazardous materials the Contractor shall notify the Buyer immediately and allow the Buyer to contract with a properly licensed and qualified hazardous material contractor. Any such work shall be treated as a Change Order resulting in additional costs and time considerations.

ARTICLE 10. Mechanics' Lien Warning

- 10.1 Anyone who helps improve your property, but who is not paid, may record what is called a mechanics' lien on your property. A mechanics' lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county register.
- Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics' liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit.
- To preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a '20-day Preliminary Notice'. This notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if he or she is not paid.
- BE CAREFUL.** The Preliminary Notice can be sent up to 20 days after the subcontractor starts work or the supplier provides material. This can be a big problem if you pay your contractor before you have received the Preliminary Notice
- You will not get Preliminary Notices from your prime contractor or from laborers who work on your project. The law assumes that you already know they are improving your property.
- PROTECT YOURSELF FROM LIENS.** You can protect yourself from lines by getting a list from your contractor of all the subcontractors and material suppliers that work on your project. Find out from your contractor when these subcontractors started work and when these suppliers delivered goods or materials. Then wait 20 days, paying attention to the Preliminary Notices you receive.
- PAY WITH JOINT CHECKS.** One way to protect yourself is to pay with a joint check. When your contractor tells you it is time to pay for the work of a subcontractor or supplier who has provided you with a Preliminary Notice, write a joint check payable to both the contractor and the subcontractor or material supplier.

For other ways to prevent liens, visit CSLB's website at www.cslb.ca.gov or call CSLB at 1-800-321-CSLB (2752).

REMEMBER, IF YOU DO NOTHING, YOU RISK HAVING A LIEN PLACED ON YOUR HOME. This can mean that you may have to pay twice, or face the forced sale of your property to pay what you owe.

ARTICLE 11. WARRANTY

- 11.1 At the completion of this project, Contractor shall execute an instrument to Buyer warranting the project for 1 year against defects in workmanship or materials utilized. The manufacturers warranty will prevail. No legal action of any kind relating to the project, project performance or this contract shall be initiated by either party against the other party after 2 years beyond the completion of the project or cessation of work.
- 11.2 **Heat:** None of the warranties on products installed under this contract cover damage caused from excessive heat. Excessive heat may be generated from but not limited to the following: reflected sunlight, windows, hot coals, smoking devices, exhaust systems, outdoor heaters.

Initialed by: Owner _____ Contractor _____

ARTICLE 12. LICENSE REQUIREMENTS

- 12.1** Contractors are required by law to be licensed and regulated by the Contractors State License Board, which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the contractor may be referred to the Registrar, Contractors State License Board, Post Office Box 26000, Sacramento, California 95826.

ARTICLE 13. ATTORNEY FEES

- 13.1** **COLLECTION COSTS AND ATTORNEY FEES:** If either party of this contract is required to pursue collection proceedings or legal action for collection, demand, or other action for performance under this contract, and prevails, the non-prevailing party shall be held liable for any and all legal fees and costs incurred in pursuing such collection, demand, or legal action, including without limitation filing fees and process service fees.

ARTICLE 14. UNCONDITIONAL RELEASES

- 14.1** **UNCONDITIONAL RELEASE:** Upon satisfactory payment being made for any portion of the work performed, the contractor, prior to any further payment being made, shall furnish to the person contracting for the work a full and unconditional release from any potential lien claimant claim or mechanics lien authorized pursuant to Sections 8400 and 8404 of the Civil Code for that portion of the work for which payment has been made.

ARTICLE 15. Information about the Contractors' State License Board (CSLB)

- 15.1** CSLB is the state consumer protection agency that licenses and regulates construction contractors. Contact CSLB for information about the licensed contractor you are considering, including information about disclosable complaints, disciplinary actions and civil judgments that are reported to CSLB.
- Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline (usually four years), CSLB has authority to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or to the unlicensed contractor's employees.
- For more information: Visit CSLB's Web site at www.cslb.ca.gov Call CSLB at 800-321-CSLB (2752) Write CSLB at P.O. Box 26000, Sacramento, CA 95826.

ARTICLE 16. PAYMENT AND PERFORMANCE BOND

- 16.1** YOU THE BUYER HAVE THE RIGHT TO REQUIRE THE CONTRACTOR TO FURNISH YOU WITH A PAYMENT AND PERFORMANCE BOND, HOWEVER THE CONTRACTOR CAN REQUIRE YOU TO PAY FOR THAT BOND.

Acceptance: I have read and accept all terms, conditions and attachments to this contract. The pricing on this contract is good for 30 days from signature date.

Buyer's Signature

Date

Contractor Signature

Date

ACYLIC SURFACE TERMS AND CONDITIONS ADDENDUM – ACR01

1. Access to the court and its perimeter will be required by the contractor. Trees, shrubbery, driveway, walkways and landscaping may be disturbed by crews and materials. Care will be taken to minimize this impact but we cannot be held responsible for normal collateral damage.
2. Electricity and water must be accessible and provided by the Buyer.
3. During paint application and curing process sprinkler systems near the court must be turned off.
4. The court and perimeter is to be cleared of all objects and debris by the Buyer prior to start.
5. Court painting has unique scheduling challenges of equipment, materials, labor, and weather. Anticipated start and completion dates are subject to change. We will do our best to keep you informed of the progress of your court. Once a court is started we will do our best to complete the installation quickly and professionally.
6. Acrylic color coating paint may not fill in saw cuts and control joints completely. Expansion joints can be filled with caulking compound if contracted to do so.
7. Squeegee marks, lines, swirls, streaks, and temporary chalk lines are **always** visible in acrylic coating applications.
8. After completion, your court requires a 48-72 hour dry time depending on temperature, time of year, and full sun vs. shade before you play on it. Please stay off the court for this period of time. Do not wash or hose off court for a minimum of 30 days. Any marks, footprints or other blemishes caused by others, children, wild or domestic animals, etc., during applications and curing time, will have an additional charge to re-do the coating or repair damage.
9. Scuff marks will always occur after play begins. Do not use black sole shoes on acrylic courts.
10. Hard water (calcium and lime deposits) destroys the look of the acrylic surface and are very hard to remove. Do everything you can to keep water sprinkler overspray and run-off away from your court by monitoring spray patterns and setting timers for night watering when there is limited amount of wind. You may consider synthetic grass around the perimeter of your court.
11. Cracks will appear and or return due to expansion and contraction of asphalt and concrete slabs and movement or settling of earth, sometime in the very near future.

I Have read and accept all terms and conditions of this Acrylic surface Terms and Condition Addendum.

Initialed by: Buyer _____ Contractor _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.3.a. APPROVE STAFF DEVELOPMENT AGREEMENT WITH READING AND WRITING PROJECT NETWORK, LLC.

ACTION

ISSUE: Shall the Board of Education enter into an agreement for staff development with Columbia University's Reading and Writing Project Network, LLC.

BACKGROUND: This agreement is to provide staff development for K-5 general and special educators for the purpose of ongoing implementation of Reading and Writing Workshop. Each school will have 5 days of on-site Staff Development. Staff Developers provide support to grade levels in pull out meetings as well as in-classroom training with students. Staff is recommending that the board approve the accompanying agreement with Columbia University's Reading and Writing Project Network, LLC.

FISCAL IMPACT: The cost of the agreement is \$36,000, plus other expenses related to staff developers travel and lodging not to exceed \$12,000. The cost for five Guest Teachers on each of the professional development days would be up to \$10,728. Funding source is the General Fund (LCAP Goal 1.3 – Professional Development) and is included in the 2019-20 adopted budget.

ALTERNATIVES:

1. Approve Staff Development Agreement with Columbia University's Reading and Writing Project Network, LLC. and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Staff Development Agreement with Columbia University's Reading and Writing Project Network, LLC.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

August 9, 2019 Revised

Jay Greenlinger
Oak Park USD
5801 Conifer Street
Oak Park, CA 91377

Dear Jay,

This letter describes 2019-20 contract between Reading Writing Project Network, LLC and Oak Park USD for professional development services to be rendered by the Network to the district. The specific arrangements outlined here were developed over the past weeks through conversations between Reading Writing Project Network, LLC staff and district personnel.

For this year, your district has agreed to purchase services totaling **\$48,000**.

These services include:

	#	Cost	Subtotal
1. Professional Development and Site based coaching as detailed:			
<u>Brookside ES</u>			
• 5 days with a Senior Primary Staff Developer	5	\$2,400	\$12,000
<u>Oak Hills ES</u>			
• 5 days with a Senior Upper Grade Staff Developer	5	\$2,400	\$12,000
<u>Red Oak ES</u>			
• 5 days with a Senior Primary Staff Developer	5	\$2,400	\$12,000
2. Reimbursement of Estimated Travel Expenses (see paragraph below):	15	\$800	\$12,000
TOTAL			\$48,000

Expenses and Payment

As usual, we expect to bill for the Network staff developer's travel expenses for each consulting day he/she spends in your district. We will be charging you for air fare, ground transportation, hotel and food costs. Also, we send our billing statements on a monthly basis, and will expect payment within 6 weeks of being invoiced. After 8 weeks, a 10% late fee will be added to your invoice.

Audio and Video Recording

Making recordings of any portion of this conference is unlawful and violates the rights of RWPN and the presenters. RWPN reserves all rights to bring legal action against any individuals believed to have engaged in unlawful recording, copying, sharing, or posting and/or any other violation of law, including without limitations copyright and privacy laws.

Cancellations

Once you sign this contract, we will reserve time to work with you. If, at a later date, budgetary or other constraints make it necessary for you to rescind on this agreement then;

- You will be charged for any non-refundable expenses.
- We will work together to reschedule the visit if it is at all possible.
- If a rescheduled visit is not possible, there will be a 10% charge on any dates for which we have more than one month's notice and a 30% charge for any cancellations with less than one month's notice.
- If the cancellation occurs after the staff development consultant has departed for the scheduled visit due to a "force majeure" (such as, but not limited to a public emergency or calamity i.e.: snowstorm, blizzard, war, strike, fire), there will be a 50% fee for the scheduled visit to compensate the staff development consultant for the loss of work.

We assume that you share our commitment to making this work productive so that it makes a difference in your schools. If we determine the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

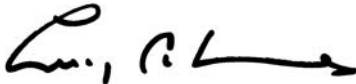
If there is a discrepancy between the specific details in this letter and your understanding of our agreement please email Kathleen Neville at kathy@readingandwritingproject.com or call [917-484-1482](tel:917-484-1482).

To help you prepare accurate purchase orders, **please note that payment should be made to:**

Reading Writing Project Network, LLC
18 Pelham Lane
Ridgefield, Connecticut 06877
(EIN 30-0017231)

We look forward to working together this year.

Sincerely,



Lucy McCormick Calkins
Founding Director

Copy to Kathy Neville

Reading Writing Project Network, LLC Contract

This Agreement dated on this _____ day of _____ by and between Oak Park USD
And Reading Writing Project Network, LLC.

The parties hereby agree to the terms, provisions and conditions of this agreement as stated:

Signed by _____ Date _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.4.a. APPROVE 2019-2020 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

ACTION

ISSUE: Shall the Board of Education approve the Declaration of Need For Fully Qualified Educators form CL-500 for the 2019/2020 denoting our potential need for use of emergency credentials?

BACKGROUND: In compliance with the new California requirement to submit annual declaration of need in anticipation of need for emergency credentialed staff, the Commission on Teacher Credentialing now requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

While we rarely have need to use other than a fully credentialed teacher, the “declaration of need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the accompanying form CL-500 denoting a revision for our potential need for the use of emergency credentials.
2. Do not approve this Declaration of Need.

RECOMMENDATION: Alternative #1

Prepared by:
Leslie Heilbron, Ed.D., Assistant Superintendent, HR

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.	_____	_____	_____	_____



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2019-20

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Oak Park USD District CDS Code: 73874

Name of County: Ventura County CDS Code: 56

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 /20 /2019 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2020.

Submitted by (Superintendent, Board Secretary, or Designee):

Leslie Heilbron, Ed. D.

Assistant Superintendent HR

Name

Signature

Title

818-879-0372

818-735-3226

08-07-2019

Fax Number

Telephone Number

Date

5801 Conifer Street Oak Park, CA 91377

Mailing Address

lheilbron@opusd.org

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**
Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	4
Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
Resource Specialist	
Teacher Librarian Services	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	1
Special Education	2
TOTAL	4

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. If needed, we contract through the Universities

Does your agency participate in a Commission-approved college or university internship program? Yes ☒ No ☐

If yes, how many interns do you expect to have this year? We will have one for Special Education

If yes, list each college or university with which you participate in an internship program.

CSUN, CLU, CSUCI, Pacific Oaks College

If no, explain why you do not participate in an internship program.

TO: MEMBERS OF BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
**SUBJECT: B.4.b. APPROVE CONSOLIDATED APPLICATION AND REPORTING
SYSTEM(CARS) PART II – 2019-2020**

ACTION

ISSUE: Shall the Board of Education approve the Application for Funding for Consolidated Aide Programs?

BACKGROUND: The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from state and federal programs to school districts. The winter release of the application (Part 1) is submitted in January of each year and contains the district entitlements for each funded program. The spring release (Part 11) documents participation in these programs and provides assurances that the district will comply with the legal requirements. The Consolidated Application (Part 11) is included for the Board's reference.

FISCAL IMPACT: None

ALTERNATIVES: 1. Accept the Consolidated Application Entitlements and approve Part II.
2. Do not accept the Consolidated Application Entitlements and approve Part II.

RECOMMENDATION: Alternative #1

Prepared by:
Byron Jones, Director, Fiscal Services
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	_____	_____	_____	_____



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Reports](#)[Contacts](#)[FAQs](#)[Data Entry Instructions](#)

2019-20 Application for Funding

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

[Hide Messages](#) | [Export Messages](#) | [Clear Messages](#)

Severity	Description
Warning	Protected Prayer Certification must be certified before this submission.

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board: (ex. MM/DD/YYYY)

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name:
(non-LEA employee)

DELAC review date:

Meeting minutes web address:
Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that

the application was reviewed by the committee.

DELAC comment:

If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

*** Title I, Part A (Basic Grant):**

ESSA Sec. 1111 et seq.

SACS 3010

☐ No ☒ Yes

*** Title II, Part A (Supporting Effective Instruction):**

ESEA Sec. 2104

SACS 4035

☐ No ☒ Yes

*** Title III English Learner:**

ESEA Sec. 3102

SACS 4203

☐ No ☒ Yes

*** Title III Immigrant:**

ESEA Sec. 3102

SACS 4201

☐ No ☒ Yes

*** Title IV, Part A (Student Support):**

ESSA Sec. 1112(b)

SACS 4127

☒ No ☐ Yes

Last Saved: Lisa Nilles (Inlles), 6/27/2019 7:55 AM, Draft

Save

Return to List

Consolidated Application Support Desk, Education Data Office | conappsupport@cde.ca.gov | 916-319-0297
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Reports](#)[Contacts](#)[FAQs](#)[Program Information](#) [Data Entry Instructions](#)

2019-20 Other ESEA Nonprofit Private School Participation

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel under the programs listed below.

Note: This page will only display if the LEA has applied for Title II, Part A and/or Title III Immigrant / English Learner in the Application for Funding.

There are no schools eligible for participation. Either Nonprofit Private School Consultation has not been completed, all nonprofit private schools do not have signed written affirmations on file, or the district does not have any attendance area nonprofit private schools.

Geeta Rezvani , Title II / Standards Implementation Support | grezvani@cde.ca.gov | 916-323-5595
Geoffrey Ndirangu, Language Policy and Leadership Office | gndirang@cde.ca.gov | 916-323-5831
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)
[Data Entry Forms](#)
[Certification Preview](#)
[Reports](#)
[Contacts](#)
[FAQs](#)
[Program Information](#) [Data Entry Instructions](#)

2019-20 LCAP Federal Addendum Certification

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

To receive funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the 2017/18–2019/20 LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification the LEA is agreeing to submit the LCAP Federal Addendum that has been approved by the local governing board or governing body of the LEA to the California Department of Education (CDE), and acknowledging that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017/18–2019/20 LCAP:

(ex. MM/DD/YYYY)

Note: For districts, the date should be the day your county office of education (COE) approved your 2017/18–2019/20 LCAP. For COEs, it should be the date the CDE approved your 2017/18–2019/20 LCAP.

Charter Schools Enter the adoption date of the charter school LCAP:

(ex. MM/DD/YYYY)

* Authorized Representative's Full Name:

* Authorized Representative's Title:

Last Saved: Lisa Nilles (lnilles), 6/26/2019 8:30 AM, Draft

Save

Return to List

Local Agency Systems Support Office | LCFF@cde.ca.gov | 916-323-5233
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)
[Data Entry Forms](#)
[Certification Preview](#)
[Reports](#)
[Contacts](#)
[FAQs](#)
[Program Information](#) | [Data Entry Instructions](#)

2019-20 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

Required fields are denoted with an asterisk ().*

Data saved successfully as a draft.

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

Private School's Believed Results of Consultation Allowable Codes

Y1: meaningful consultation occurred

Y2: timely and meaningful consultation did not occur

Y3: the program design is not equitable with respect to eligible private school children

Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

Add non-attendance area school(s):

☒ No ☐ Yes

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

Last Saved: Lisa Nilles (Inilles), 6/26/2019 9:03 AM, Draft

Save

Return to List

Sylvia Hanna, Title I Policy and Program Guidance Office | shanna@cde.ca.gov | 916-319-0948
Rina DeRose, Title I Policy and Program Guidance Office | RDeRose@cde.ca.gov | 916-323-0472
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Reports](#)[Contacts](#)[FAQs](#)[Program Information](#) [Data Entry Instructions](#)

2019-20 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2019-20 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

Estimated Entitlement Calculation

Estimated immigrant per student allocation: \$97.90

* Estimated immigrant student count:

Estimated immigrant entitlement amount: \$14,685

Note: Eligibility criteria

An LEA which has 21 or more eligible immigrant students and has experienced a significant increase of two percent or more in eligible immigrant students enrollment in the current year compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

* Authorized activities:

* Direct administrative costs:
(Amount should not exceed 2% of the estimated entitlement)

* Indirect costs:
(LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)

Total budget:

\$14,685

Last Saved: Lisa Nilles (Inilles), 6/26/2019 10:28 AM, Draft

Save

Return to List

Geoffrey Ndirangu, Language Policy and Leadership Office | gndirang@cde.ca.gov | 916-323-5831

Kevin Webb, Language Policy and Leadership Office | kwebb@cde.ca.gov | 916-323-5838

General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education

1430 N Street

Sacramento, CA 95814

Web Policy



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Reports](#)[Contacts](#)[FAQs](#)[Program Information](#) [Data Entry Instructions](#)

2019-20 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

* The authorized representative agrees to the above statement:

☐ No ☒ Yes

Authorized Representative's Full Name:

Leslie Heilbron

Authorized Representative's Title:

Asst. Superintendent - Human Resources

Authorized Representative's Signature Date:

06/21/2019

(ex. MM/DD/YYYY)

Comment:

If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)

Last Saved: Lisa Nilles (Inilles), 6/26/2019 8:27 AM, Draft

Save

Return to List

Franco Rozic, Title I Monitoring and Support Office | frozic@cde.ca.gov | 916-319-0269
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Reports](#)[Contacts](#)[FAQs](#)[Program Information](#) [Data Entry Instructions](#)

2019-20 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2019-20 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

Estimated Entitlement Calculation

Estimated English learner per student allocation: \$107.75

* Estimated English learner student count:

Estimated English learner entitlement amount: \$26,614

Note: \$10,000 minimum program eligibility criteria

If the LEA's estimated entitlement amount is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the CDE Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

* Professional development activities:

* Program and other authorized activities:

* English Proficiency and Academic Achievement:

* Parent, family, and community engagement:	<input type="text" value="1000"/>
* Direct administrative costs: (Amount cannot exceed 2% of the estimated entitlement)	<input type="text" value="532"/>
* Indirect costs: (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	<input type="text" value="1811"/>
Total budget:	\$26,614

Last Saved: Lisa Nilles (lnilles), 6/26/2019 10:22 AM, Draft

Geoffrey Ndirangu, Language Policy and Leadership Office | gndirang@cde.ca.gov | 916-323-5831
Kevin Webb, Language Policy and Leadership Office | kwebb@cde.ca.gov | 916-323-5838
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Reports](#)[Contacts](#)[FAQs](#)[Program Information](#) [Data Entry Instructions](#)

2019-20 Title I, Part A Nonprofit Private School Participation

The local educational agency (LEA) shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

There are no schools eligible for participation. Either Nonprofit Private School Consultation has not been completed, all nonprofit private schools do not have signed written affirmations on file, or the district does not have any attendance area nonprofit private schools.

Sylvia Hanna, Title I Policy and Program Guidance Office | shanna@cde.ca.gov | 916-319-0948
Rina DeRose, Title I Policy and Program Guidance Office | RDeRose@cde.ca.gov | 916-323-0472
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Reports](#)[Contacts](#)[FAQs](#)[Program Information](#) [Data Entry Instructions](#)

2019-20 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

* 2019-20 Request for authorization:

☐ No ☒ Yes

LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system:
(Maximum 500 characters)

There are no known deficiencies.

Last Saved: Lisa Nilles (Inlles), 6/26/2019 3:25 PM, Draft

[Save](#)[Return to List](#)

John Miles, Financial Accountability and Info Srv Office | jmiles@cde.ca.gov | 916-445-7289
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.4.c. AUTHORIZE EXTENDED CARE PROGRAM FOR OAK PARK NEIGHBORHOOD SCHOOL, AND APPROVE POSITION OF PRESCHOOL ASSISTANT – EXTENDED CARE AND RELATED JOB DESCRIPTION AND SALARY SCHEDULE PLACEMENT

ACTION

ISSUE: Shall the Board authorize the Extended Care Program for Oak Park Neighborhood School(OPNS), and Approve Position of Preschool Assistant – Extended Care and Related Job Description and Salary Schedule Placement?

BACKGROUND: Based on the input of Oak Park Neighborhood School families and staff, the establishment of a before and after school care program is needed to best meet the needs of OPNS students and their families.

With the Board’s approval of the Extended Care program, there is a need for an additional position, Preschool Assistant – Extended Care, under the direction of the Preschool Director, to provide supervision to children arriving before preschool begins and staying after preschool ends.

Accompanying this background is a job description that supports the establishment of the position of Extended Care Program for OPNS, and Salary Schedule.

FISCAL IMPACT: Based on the information provided by Oak Park Neighborhood School, the anticipated cost to the General Fund is \$12,635.05 in salary expenditures. This increase in operational cost is expected to be supported by fees collected to attend the Extended Care Program. They have projected the additional revenue to be \$14,100.00.

ALTERNATIVES:

1. Authorize the Extended Care Program for OPNS, and Approve Position of Preschool Assistant – Extended Care and Related Job Description and Salary Schedule Placement.
2. Do not authorize the Extended Care Program for OPNS, and Approve Position of Preschool Assistant – Extended Care and Related Job Description and Salary Schedule Placement.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Leslie Heilbron, 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

CLASS TITLE: PRESCHOOL ASSISTANT – EXTENDED CARE

DEFINITION

WORK YEAR: Preschool Session, part-time position, up to 3.75 hours per day

SALARY: Range PSH 000 on the Preschool Salary Schedule (PSH)

Under direction of the Preschool Director, provides supervision of all children arriving before preschool begins and staying after preschool ends; assists with plans, organization, and implementation of age-appropriate activities that meet the individual needs and the developmental needs of the children; and performs related duties as assigned.

EXAMPLES OF DUTIES

- Provides supervision of all children arriving before preschool begins and staying after preschool ends, maintaining order and ensuring a clean and safe environment.
- Under the guidance of the Preschool Director, assists with plans, organization, and implementation of age-appropriate activities that meet the individual and developmental needs of the children.
- Promotes social, emotional, physical, and cognitive growth of the children while treating them with dignity and respect, utilizing a patient, sensible and respectful tone and demeanor.
- Assists children in learning to think creatively, to solve problems independently, and to respect themselves and others.
- Attends meetings and participate in staff development training as assigned.
- Presence in the classroom is required on all student/teacher contact days. The Preschool work year consists of one hundred and eighty (188) working days. The position may be performed as a split shift, working from 7:45 a.m. to 9:00 a.m., and 1:00 p.m. to 3:30 p.m.

EMPLOYMENT STANDARDS

Knowledge of: Child guidance principles and practices; Reggio Emilia inspired classrooms; effective interpersonal and communication skills.

Ability to: Learn methods and procedures to be followed in an instructional situation and limitations of assigned duties; view children from an “Inquiry-based” perspective; inspire confidence in children and youth; promote and maintain good communication, and a pleasant and professional demeanor with parents, children, and co-workers.

Education and Experience: The ideal candidate will have 12 or more ECE units, knowledge of Reggio Emilia inspired classrooms, and experience working in a preschool setting.

Licenses and other Certification: Declaration of health Clearances for TB, MMR, Pertussis & Influenza per Health & Safety Code 15996.7995, valid First-Aid and CPR Certificates shall be obtained (within 6 months of employment) and must be renewed as necessary during employment

WORKING CONDITIONS

Classroom and outdoors environment; subject to stooping, bending and standing while working with students.

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

2019-20 SCHOOL YEAR

Board Approved: August 21, 2019

Effective: July 1, 2019

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>PRE-SCHOOL PERSONNEL</u>							
Pre-school Assistant - Extended Care	PSH 000	16.20	17.14	18.13	19.24	20.37	188 Day
Pre-school Assistant	PSH 001	17.61	18.69	19.84	21.02	22.28	188 Day
Pre-school Specialist	PSH 002	27.08	28.72	30.43	32.25	34.19	188 Day
Pre-school Specialist - Art	PSH 002	27.08	28.72	30.43	32.25	34.19	188 Day
Lead Pre-School Specialist	PSH 003	28.10	29.78	31.58	33.45	35.47	188 Day
Pre-school Director	PSH 004	33.53	35.54	37.67	39.93	42.32	195 Day

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.5.a. APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2019-2020 SCHOOL YEAR

ACTION

ISSUE: Should the Board of Education approve the proposed Board Meeting schedule for the 2019-20 School Year.

BACKGROUND: The Board approved the 2019 meeting schedule through December 2019 at the December 11, 2018 Board Meeting. For planning purposes, the meetings for the entire 2019-2020 school year need to be scheduled. The Board has not approved the dates listed below beginning with January 2020 and we are asking the Board to consider the recommended dates at this time:

August 20, 2019	Single Regular Meeting in August
September 17, 2019	Single Regular Meeting in September
October 15, 2019	Single Regular Meeting in October
November 19, 2019	Single Regular Meeting in November
December 17, 2019	Annual Organizational Meeting
January 21, 2020	Single Regular Meeting in January
February 18, 2020	Single Regular Meeting in February
March 17, 2020	Single Regular Meeting in March
April 21, 2020	Single Regular Meeting in April
May 19, 2020	Single Regular Meeting in May
June 2, 2020	Budget Study Session Meeting
June 16, 2020	Single Regular Meeting in June
TBD	Board Retreat

Organization Meeting (Falls within 15 days after 2nd Friday of the Month)

ALTERNATIVES: 1. Approve the 2019-2020 Board Meeting Schedule
2. Approve an amended 2019-2020 Board Meeting Schedule

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.5.b. APPROVE 2019-2020 BOARD GOALS

ACTION

ISSUE: Shall the Board approve 2019-2020 Board Goals?

BACKGROUND: The Board held a Board Retreat on July 29, 2019 and reviewed and revised the Board Goals from 2018-2019.

ALTERNATIVES: 1. Approve the 2019-20 Board Goals.
2. Do not approve the 2019-20 Board Goals

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



**OPUSD BOARD OF EDUCATION
GOALS
2019-2020**

1. The Board will provide a monthly report of Board meetings, developed by the Board President and/or Superintendent, which shall be widely distributed consistent with the District's communication plan.
2. The Board, in conjunction with the Superintendent, will solicit staff for feedback on the development of the District's Moral Imperatives and Goals, Local Control and Accountability Plan, and Annual Budget.
3. The Board, in conjunction with the Superintendent, will maintain and continue to develop relationships with local, state and Federal representatives.
4. The Board will ensure that the governance handbook is reviewed and updated, as needed, and used as a tool to train new Board members.
5. The Board will conduct a Board self-evaluation at least every other year.
6. The Board will honor students, staff, parents, and community members at Board meetings.
7. The Board will create opportunities to attain direct feedback from students, staff, parents, PTOs, OPEF, and community members.
8. The Board will visit District and school sites regularly.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20 2019
SUBJECT: B.5.c. REVIEW, AMEND, APPROVE GOVERNANCE HANDBOOK

ACTION

ISSUE: Shall the Board of Education review, amend and approve the 2019 Governance Handbook?

BACKGROUND: The Board reviewed the Governance Handbooks at their Board Retreat on July 29. At this meeting the Board may review and amend as required. The 2019 Governance Handbook can be accessed at this link: <http://bit.ly/2GSVYG3>

ALTERNATIVES: 1. Approve the amended 2019 Governance Handbook
2. Do not approve the amended 2019 Governance Handbook

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: B.5.d. REVIEW, AMEND, AND APPROVE 2019-2020 MORAL IMPERATIVES AND GOALS

ACTION

ISSUE: Shall the Board of Education review, amend and approve the 2019-2020 Moral Imperatives, Goals and Action Plans?

BACKGROUND: On July 29, 2019 at the Board Retreat, the Board of Education reviewed and amended the 2019-2020 Moral Imperatives and Goals. The Leadership Team has reviewed them and at this time, the Board will review and revise as needed. The Moral Imperatives and Goals are included for the Board review.

ALTERNATIVES:

1. Approve the amended 2019-2020 Moral Imperatives, Goals and Action Plans.
2. Do not approve the amended 2019-2020 Moral Imperatives, Goals and Action Plans.

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



OPUSD MISSION AND MORAL IMPERATIVES

The mission of OPUSD is to provide students with a strong foundation for learning which meets the challenge of the present and future through quality education which includes academic achievement, personal growth, and social responsibility. By continuously collaborating with students, parents, staff and the broader community, OPUSD is committed to the following Moral Imperatives to achieve our mission:

- 1. TEACHING AND LEARNING:** All students can exceed California State Standards, become lifelong learners, and reach their potential.
 - We provide learning opportunities that are authentic, personally meaningful, and incorporate critical thinking, communication, creativity, and collaboration.
 - We encourage students to be independent thinkers, producers, and innovative problem solvers who explore, create, discover and reflect.
 - We ensure that our programs address the well-being of the whole child, including nutrition, physical fitness, stress management, and mental health.
 - We utilize technology in a well-thought-out manner so that students learn to be responsible, judicious, and effective users of information, media, and technology.
 - We create an environment for student learning that feels safe, balanced, and nurturing.
 - We are inclusive of all students' strengths and abilities, encouraging a growth mindset and recognizing progress as well as achievement.
 - We encourage our learning community to embrace new ideas, try new things, and learn from our mistakes.
- 2. MORAL CHARACTER:** All students can grow to be compassionate and creative global citizens.
 - We recognize and embrace different cultures, communities, and people of all abilities.
 - We foster character development, model ethical and compassionate behavior, and encourage social and environmental responsibility, service, and global stewardship.
 - We support and promote students' uniqueness, helping build confidence and cooperation.
 - We require that our learning community acts with integrity, respects their own intellectual and creative work as well as that of others, and demonstrates honesty in their academic endeavors.
- 3. ORGANIZATION AND SHARED LEADERSHIP:** OPUSD's success depends on the support of all of our stakeholders, self-reflection, and a culture of continuous improvement.
 - We encourage teachers to be leaders and support their innovation.
 - We cultivate a work environment where the skills, expertise, commitment, and morale of all staff is valued and recognized.
 - We empower all OPUSD staff members to accept personal responsibility for student success.
 - We work with employee organizations to promote positive morale, to jointly and respectfully solve problems, and to be a model of a professional and collaborative working relationship.
 - We actively engage parent organizations, the Oak Park Education Foundation, and community stakeholders in ongoing and dynamic communication.
- 4. FINANCE, BUDGET, AND FACILITIES:** OPUSD must conduct school district business with integrity.
 - We operate efficiently, effectively, and with transparency.
 - We maximize the safety and security of all those within our facilities and on our grounds.
 - We maintain a balanced budget that supports our values, Moral Imperatives, LCAP, bond master plan, and reflects our goals.
 - We ensure that our resources are thoughtfully utilized to support our priorities and long-term infrastructure needs.



OAK PARK USD GOALS 2019-20

These goals have been developed taking into consideration the following sources of input: LCAP, Challenge Success recommendations and survey results, Healthy Kids Survey results, Bright Bytes survey results, 2018-19 Staff Goals survey results, WASC Action Plans from the three high schools, Measure S Plan, District committee work, and PTO Council discussions.

- 1. Strengthen the Climate of Care by developing and promoting the factors that distinguish Oak Park's model of educating the whole child.**
 - a. Ensure that all of our students and staff feel cared for and valued for their individual characteristics.
 - b. Engage the entire staff in exploring ways to strengthen student engagement and connectedness to our schools.
 - c. Review Challenge Success program including student survey results and invite speakers in the fall and other follow-up work.
 - d. Reconvene OPHS committee to examine the alternative credits, summer school expansion, and dual enrollment opportunities while maintaining the integrity of the instructional program.
 - e. Ensure that our diverse schools are places of acceptance and appreciation for all of our students.
 - f. Create an athletic mission statement and program that focuses on athleticism and healthy competition while emphasizing our District Moral Imperatives and Climate of Care.
 - g. Examine the ways in which all students are recognized and awarded to ensure that all students feel connected to their school, valued, and honored.
- 2. Foster creativity, play, experiential and inquiry-based learning.**
 - a. Design new spaces - including playgrounds - for students of all ages to learn, explore, and discover, both indoors and outdoors.
 - b. Provide and promote professional development for staff, parents, and the community in these areas.
- 3. Engage staff more deeply in shared-decision making and improve communication with staff, parents, students, and the community.**
 - a. Review District and school website design and develop a process for continuous updating.
 - b. Distribute meeting agendas and summaries for District meetings to staff.
 - c. Develop a regular communication piece from the District for parents via Parent Square.
 - d. Provide at least one mailing to the Oak Park community related to Measure S projects, student achievement, athletics, and other accomplishments.
 - e. Strengthen teacher leadership and support model in the following areas: NGSS, Sustainability, Reading and Writing Workshop, Math, STEAM, Technology.
 - f. Create a process to invite more feedback from stakeholders including staff, parents, students, and the community and communicate what is being done in response to feedback.
- 4. Continue to expand school safety and student/staff well-being initiatives.**
 - a. Focus on student well-being in areas noted above.
 - b. Find ways to integrate our progressive child nutrition program with the instructional program.
 - c. Continue to collaborate with staff to provide opportunities for their self-care.
 - d. Continue to work on physical safety issues such as surveillance, preparation for earthquakes, fire, evacuation, etc.
 - e. Update our PE programs to ensure an inclusive program that fosters a life-long commitment to physical fitness, a love of the outdoors and encourages healthy, active lifestyles that include activities, such as walking, hiking, biking, etc.
- 5. Deepen student learning through Nature-based Experiences and Environmental Stewardship in all areas of the instructional program.**
 - a. Promote project and nature-based learning and environmental stewardship.
 - b. Increase structured and unstructured activities in nature both at school and on field trips.
 - c. Embed the state Environmental Principles and Concepts and the U.N. Sustainable Development Goals into the curriculum at all levels.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.6.a. APPROVE ADOPTION OF BOARD POLICY 3515.21 – UNMANNED
AIRCRAFT SYSTEMS(DRONES) - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed adoption of Board Policy 3515.21 – Unmanned Aircraft Systems (Drones) ?

BACKGROUND: New Board Policy 3515.21 addresses strategies for avoiding disruption and maintaining the safety, security, and privacy of individuals when the district grants permission for a person or entity to operate an unmanned aircraft system (drone) on or over district property. Policy reflects federal regulations and Federal Aviation Administration guidance, and provides that the district shall only grant permission if the planned activity supports the district's own instructional, co-curricular, extracurricular, or operational purposes.

ALTERNATIVES:

1. Approve the adoption of Board Policy 3515.21 – Unmanned Aircraft Systems (Drones).
2. Do not adopt Board Policy 3515.21 – Unmanned Aircraft Systems (Drones).

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 Noninstructional Operations

BP 3515.21(a)

Unmanned Aircraft Systems (Drones)

The Governing Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with district operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person or entity desiring to use a drone on or over district property shall submit a written request for permission to the Superintendent or designee.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

(cf. 5142 - Safety)

A small unmanned aircraft system or drone is an aircraft weighing less than 55 pounds that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes. (49 USC 40101 Note; 14 CFR 107.3)

The Superintendent or designee may grant permission to district employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum. Students shall only operate a drone on or over district property under the supervision of a district employee as part of an authorized activity.

The Superintendent or designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over district property, including a district employee, shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a district employee or student, who is requesting or operating a drone on or over district property shall agree to hold the district harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Noninstructional Operations

BP 3515.21(b)

(cf. 3530 - Risk Management/Insurance)

In determining whether to grant permission for the requested use of a drone, the Superintendent or designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or designee shall be final.

Any person authorized to use a drone on district property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the district's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or designee shall notify the drone operator of the following conditions:

1. The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.15-107.51 which include, but are not limited to, requirements that the drone not be flown at night, above 400 feet in altitude, or over any people unless they are in a covered structure or stationary vehicle. The operator shall maintain the visual line of sight with the drone at all times.
2. The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.
3. The district reserves the right to rescind the authorization for use of drones at any time.

The Superintendent or designee may remove any person engaged in unauthorized drone use on district property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with district activity, creates electronic interference, or poses unacceptable risks to individuals or property.

(cf. 3515.2 - Disruptions)

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with district policies and procedures.

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

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

UNITED STATES CODE, TITLE 49

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Noninstructional Operations

BP 3515.21(c)

40101 Note Unmanned aircraft systems

CODE OF FEDERAL REGULATIONS, TITLE 14

107.1-107.205 Small unmanned aircraft systems, especially:

107.12 Requirement for a remote pilot certificate with a small UAS rating

107.15-107.51 Operating rules; safety

107.53-107.79 Remote pilot certification

Management Resources:

FEDERAL AVIATION ADMINISTRATION PUBLICATIONS

Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016

WEB SITES

Federal Aviation Administration: <http://www.faa.gov/uas>

Adopted: 8-20-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION - 5117 INTERDISTRICT
ATTENDANCE - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation - 5117 Interdistrict Attendance ?

BACKGROUND: Board Policy updated to delete references to the Open Enrollment Act since schools are not currently being identified as low achieving based on the Academic Performance Index, update legal cites, and clarify the continuing requirement to register as a school district of choice with the Superintendent of Public Instruction and county board of education before enrolling students under that program. Regulation updated to reflect NEW LAW (AB 2826) which adds a requirement, applicable to districts that have entered into interdistrict attendance agreements, to post on their web site the procedures and timelines for requests for interdistrict transfer permits. Regulation also reflects timelines added by AB 2826 for notifying parents/guardians of the district's granting or denial of the transfer request, which differ for current-year and future-year transfer requests, and for the parent/guardian's appeal of the district's decision to the county office of education. In section on "School District of Choice Program," material deleted regarding the denial of a transfer into the district based on a negative impact on a desegregation plan or the racial/ethnic balance of the district, as such grounds are only applicable to transfers out of the district.

ALTERNATIVES:

1. Approve the amendment to Board Policy and Administrative Regulation - 5117 Interdistrict Attendance.
2. Do not amend Board Policy and Administrative Regulation - 5117 Interdistrict Attendance.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 20, 2019

Approve the proposed amendment to Board Policy and
Administrative Regulation - 5117 Interdistrict Attendance
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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5117(a)

Interdistrict Attendance

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children **in a school** in another district.

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

~~*(cf. 5118 - Open Enrollment Act Transfers)*~~

School District of Choice Program

The Board has designated the Oak Park Unified School district as a “school district of choice” and shall accept students who reside **within** other California **school** districts **but who** wish to attend ~~an Oak Park Unified School~~ district school.

~~Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these students.~~

The Board shall, by resolution, annually establish the number of students who will be accepted into the district through this program ~~based on recommendations by the Superintendent or designee as to the number of transfer students the district will be able to accept and the schools, grades, and programs that will be able to accept the students.~~ Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity ~~(, as required pursuant to Education Code 48301).~~

~~The Board shall establish a selection process which ensures that students are~~

Students shall be admitted to district schools through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based upon ~~his/her~~ **the student's** academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

After the district admits students in accordance with the school district of choice program, provided space is available at particular grade levels, the Superintendent or designee

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5117(b)

may admit ~~a~~-students based on ~~an~~ individual interdistrict attendance permits pursuant to Education Code 46600.

The Superintendent or designee shall ~~maintain a record~~ keep an accounting of all requests for admittance ~~that includes~~ and a record of their disposition, including, but ~~is~~ not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred into and out of the district pursuant to this program
3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program
4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

The district's compliance with ~~the~~specified program requirements shall be ~~subject to~~reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

(cf. 3460 - Financial Reports and Accountability)

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5117(c)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46610 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

~~48350-48361 Open Enrollment Act~~

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals-; enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

48985 Notices to parents in language other than English

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article I, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192

Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

Adopted: 5-24-78

Amended: 5-15-84, 1-7-86, 5-17-94, 3-12-02, 9-17-02, 2-15-05, 4-18-06, 6-10-08, 6-9-09,
2-16-10, 1-11, 7-12, 1-16-18, [8-20-19](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5117(a)

Interdistrict Attendance

School District of Choice Program

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

(cf. 1113 - District and School Web Sites)

Parents/guardians shall submit applications for interdistrict attendance to the district office ~~prior to~~ before January 1 of the school year preceding the school year for which the student ~~may~~ is requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

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 48308)

(cf. 6173.2 -- Education of Children of Military Families)

~~Priority for transfer under the school district of choice program shall be granted as follows:—
(Education Code 48306)~~

~~1.—First priority shall be given to siblings of students already in attendance in the district.~~

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5117(b)

~~2. Second priority shall be given to students eligible for free or reduced-price meals.~~

~~(cf. 3553 - Free and Reduced Price Meals)~~

~~3. Third priority shall be given to children of military personnel.~~

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district may deny a transfer into the district under the school district of choice program ~~under either of~~ if the ~~following circumstances:~~ 1. ~~The transfer into the district~~ would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

~~2. The Board of a school district of residence determines that the transfer into the district would negatively impact any of the following: (Education Code 48307)~~

~~a. A court-ordered desegregation plan~~

~~b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31~~

~~c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31~~

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting: ~~before February 15 of the school year preceding the school year for which the transfer is sought.~~ (Education Code 48301)

~~Between January~~ Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.
2. Second priority shall be given to students eligible for free or reduced-price meals.

~~(cf. 3553 - Free and Reduced Price Meals)~~

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5117(c)

3. Third priority shall be given to children of military personnel.

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. TheSuch determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

(cf. 9324 - Minutes and Recordings)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon his/her acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students ~~accepted for transfer into~~enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

(cf. 5111.1 - District Residency)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5117(d)

(cf. 5116.1 - Intradistrict Open Enrollment)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) ~~he/she~~the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

(cf. 6146.3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if ~~he/she~~the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

Interdistrict Attendance Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the districts ~~of residence and the district of proposed attendance.~~

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5117(e)

4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

(cf. 5131.2 - Bullying)

In addition ~~the~~ Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

- ~~1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)~~

~~*(cf. 5131.2 - Bullying)*~~

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5117(f)

12. To meet the child care needs of the student, ~~Such a student may be allowed to continue to attend district schools~~ only as long as he/she continues to use a child care provider within district boundaries.

(cf. 5148 - Child Care and Development)

23. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

(cf. 6159 - Individualized Education Program)

34. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

45. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.

56. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.

67. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.

78. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.

89. When the student will be living out of the district for one year or less.

910. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

101. When there is valid interest in a particular educational program not offered in the district of residence.

112. To provide a change in school environment for reasons of personal and social adjustment.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5117(g)

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, ~~Within 30 calendar days of a request for an interdistrict permit,~~ the Superintendent or designee shall notify the parents/guardians of a student of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

~~who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)~~

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf. 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5117(h)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf. 3100 - Budget)

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5117(i)

- c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

Adopted: 7-04

Amended: 11-05, 11-07, 11-09, 1-16-18, [8-20-19](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY 5127 – GRADUATION CEREMONIES AND ACTIVITIES - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5127 – Graduation Ceremonies and Activities ?

BACKGROUND: Board Policy updated to provide optional language providing that passage of any of the three high school equivalency tests approved by the State Board of Education is not equivalent to completing all graduation requirements for participation in graduation ceremonies. Option for student-initiated, student-led prayer at graduation ceremonies deleted consistent with court decisions which suggest that such prayer could be unconstitutional. Policy also reflects NEW LAW (AB 1248) which permits students to wear tribal regalia or recognized religious or cultural adornments to the cap and gown, unless the district determines that an item is likely to cause substantial disruption of the ceremony.

ALTERNATIVES:

1. Approve the amendment to Board Policy 5127 – Graduation Ceremonies and Activities.
2. Do not amend Board Policy 5127 – Graduation Ceremonies and Activities.

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 5127(a)

Graduation Ceremonies And Activities

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Governing Board believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

Students who attend Oak Park Independent School or Oak View High School and have earned a diploma by successfully completing the required course of study, may participate in Oak Park High School's graduation exercises on a case-by-case basis that includes the approval of the principals of both schools. Their diploma will be issued from their school of attendance, Oak Park Independent School or Oak View High School

At the discretion of the Superintendent or designee, a student who will complete graduation requirements during the summer may be allowed to participate in graduation exercises without receiving his/her diploma. When the requirements have been satisfied, a diploma shall be sent to the student.

High school students who have passed the a high school equivalency test or the California High School Proficiency Examination or the General Education Development Test must also meet district graduation requirements in order to participate in graduation ceremonies.

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

~~The school or district shall not direct invocations~~Invocations, prayers, or benedictions ~~at~~shall not be included in graduation ceremonies. The school or district shall not sponsor other ceremonies or programs for graduates that include prayer.

(cf. 1330 - Use of School Facilities)

(cf. 5145.2 - Freedom of Speech/Expression)

Disciplinary Considerations

~~In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities in accordance~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5127(b)

~~with school rules.— School rules shall ensure that prior to denial of the privilege(s), the student, and where practicable his/her parent/guardian, is made aware of the grounds for such denial and that the student is given an opportunity to respond to the proposed denial.— If privilege(s) are to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal this decision.—~~

~~(cf. 5125.2—Withholding Grades, Diploma or Transcripts)~~

~~(cf. 5144—Discipline)~~

~~(cf. 6161.2—Damaged or Lost Instructional Materials)~~

Honors and Awards

To honor superior academic achievement, graduation ceremonies shall include recognition of academic honors. The Superintendent or designee shall establish procedures that ensure a fair determination of the academic honors.

(cf. 5121 - Grades/Evaluation of Student Achievement)

The Superintendent or designee shall identify other school-sponsored awards which may be given during graduation exercises. A separate awards program may be held to recognize graduating students receiving other school and non-school awards.

(cf. 5126 - Awards for Achievement)

Conduct at Graduation Ceremonies Attire

~~Any student participating in a graduation ceremony shall comply with district policies and regulations pertaining to student conduct.~~

~~(cf. 5131—Conduct)~~

The Superintendent or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony.

(cf. 3260 - Fees and Charges)

~~However, any~~ Any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at ~~his/her~~ the student's option, wear ~~his/her~~ a military dress uniform at the ceremony. (Education Code 35183.3)

Students shall be permitted to wear tribal regalia or recognized objects of religious or cultural significance as an adornment to the customary ceremonial attire, as long as the adornment does

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5127(c)

not cause a substantial disruption of, or material interference with, the graduation ceremony.
(Education Code 35183.1)

Students who desire to wear such adornments shall seek permission from the Superintendent or designee at least 14 days before the graduation ceremony.

Disciplinary Considerations

Students are expected to comply with district and school policies, regulations, and rules throughout the school session, including during graduation and related events. Students shall not be denied the privilege of participating in graduation ceremonies and activities except as discipline in cases of serious misconduct. In no event shall a student be denied participation in graduation ceremonies unless the principal or designee has informed the student and the student's parents/guardians of the misconduct and has given them an opportunity to respond.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

During the graduation ceremony, a student may be removed from the ceremony for conduct that is disruptive or that poses a risk to safety.

High school seniors shall be notified of this policy in advance, through the student handbook or other means, and shall be required to acknowledge receiving it.

Elementary/Middle School Promotion Exercises

~~The Board desires that each elementary and middle school provide age-appropriate promotion exercises to recognize students who have completed the school's course of study.—~~

Legal Reference:

EDUCATION CODE

35183.1 Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance

35183.3 Graduation ceremonies; military dress uniforms

38119 Lease of personal property; caps and gowns

48904 Liability of parent or guardian; withholding of grades, diplomas, transcripts

51225.5 Honorary diplomas; foreign exchange students

51410-~~51412~~51413 Diplomas

COURT DECISIONS

Workman v. Greenwood Community School Corporation, (2010) Case No. 1:2010cv00293

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092

Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290

Lee v. Weisman, (1992) ~~112~~505 U.S. ~~2649~~ 577

Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863

Lemon v. Kurtzman, (1971) 403 U.S. 602

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5127(d)

Management Resources:

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

[U.S. DEPARTMENT OF EDUCATION PUBLICATIONS](#)

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, February 2003

WEB SITES

AASA The School Superintendents Association: <http://www.aasa.org>

Antidefamation League: <https://www.adl.org>

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

U.S. Department of Education: <http://www.ed.gov>

Adopted: 5-24-78

Amended: 5-15-84; 6-23-92; 9-17-02, 3-22-05, 8-17-10, 8-20-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.6.d. APPROVE ADOPTION OF ADMINISTRATIVE REGULATION 5131.41 –
USE OF SECLUSION AND RESTRAINT) - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed adoption of Administrative Regulation 5131.41 – Use of Seclusion and Restraint?

BACKGROUND: New Administrative Regulation added to reflect NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and provides that seclusion and restraint may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others if that behavior cannot be immediately prevented by a less restrictive response. Regulation specifies the conditions for such use, reporting requirements, and a list of seclusion and behavioral techniques that are always prohibited.

ALTERNATIVES:

1. Approve the adoption of Administrative Regulation 5131.41 – Use of Seclusion and Restraint.
2. Do not adopt Administrative Regulation 5131.41 – Use of Seclusion and Restraint

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

AR 5131.41(a)

Use Of Seclusion And Restraint

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5131.41(b)

purpose of calming the student. (Education Code 49005.1)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

(cf. 5144 - Discipline)

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

Limited Use of Seclusion or Restraint

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

(cf. 5131.4 - Student Disturbances)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5131.41(c)

(cf. 5131.7 - Weapons and Dangerous Instruments)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

Reports

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 6159 - Individualized Education Program)

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

Legal Reference:

EDUCATION CODE

49001 Prohibition against corporal punishment

49005-49006.4 Seclusion and restraint

56520-56525 Behavioral interventions, students with disabilities, especially:

56521.1 Emergency interventions when behavior poses threat to student or others

56521.2 Prohibited interventions

GOVERNMENT CODE

6250-6270 California Public Records Act

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5131.41(d)

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

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

U.S. Department of Education: <http://www.ed.gov>

Adopted: 8-20-19

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

**SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD BYLAW AND EXHIBIT - 9323.2
ACTIONS BY THE BOARD - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Bylaw and Exhibit - 9323.2 Actions by the Board?

BACKGROUND: Board Bylaw updated to reference the timelines by which a civil action may be filed to determine the applicability of the Brown Act to past board actions, and to clarify the circumstances under which a board action cannot be invalidated. Exhibit 1 updated to consolidate several items related to siting a community day school on an existing school site, add board action to respond to an emergency facilities condition without giving notice for bids to let contracts (requiring two-thirds vote for three-member boards, or four-fifths vote for five-member and seven-member boards), and reflect NEW LAW (AB 2249) which amends the threshold requirements for public works projects bid pursuant to the Uniform Public Construction Cost Accounting Act. Section on "Actions Requiring a Unanimous Vote of the Board" updated to further explain the ability to authorize the use of day labor or force account and/or waive the competitive bid process when the board determines that an emergency exists. Exhibit 2 contains minor revision for clarity.

ALTERNATIVES: 1. Approve the amendment to Board Bylaw and Exhibit - 9323.2 Actions by the Board.
2. Do not amend Board Bylaw and Exhibit - 9323.2 Actions by the Board.

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 BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323.2(a)

Actions By The Board

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9012 - Board Member Electronic Communications)

(cf. 9200 - Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members ~~are~~ present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323.2(b)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

The district attorney's office or any interested person may file an action in court ~~to stop or prevent~~for the ~~Board's~~purpose of: (Government Code 54960, 54960.2)

1. Stopping or preventing the Board's violation or ~~threats of violations~~threatened violation of the Brown Act,~~to determine~~
2. Determining the applicability of the Brown Act to ongoing or future threatened Board actions
3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:
 - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
 - b. The time for the Board to ~~determine~~respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
 - c. The action is brought within the time required by Government Code 54960.2.
4. Determining the validity, under ~~California~~state or federal law, of any Board rule or action ~~to penalize which penalizes~~ any of its members or otherwise ~~discourage the member's~~discourages their expression,~~or to compel~~
5. Compelling the Board to audio record its closed sessions because of ~~its~~a court's finding of the Board's violation of any applicable Government Code provision.~~-(Government Code-54960).-~~

The district attorney or any interested person may ~~present a demand that the Board cure and correct~~file an action in court to nullify a Board action which ~~he/she alleges~~is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323.2(c)

3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

~~Any~~Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a demand to "cure and correct" ~~an~~the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. ~~-If the~~ alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the ~~challenged~~alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. ~~-If the Board takes no action within the 30-day review-period, its~~ inaction shall be considered a decision not to cure or correct the challenged action.~~-~~

~~In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)~~

- ~~1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.~~
- ~~2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.~~

Legal Reference:-

EDUCATION CODE

15266 School construction bonds

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323.2(d)

17466 Declaration of intent to sell or lease real property
17481 Lease of property with residence for nondistrict purposes
17510-~~17511-Resolution~~ 17512 Leasing for production of gas, resolution requiring unanimous vote ~~of all~~
~~members constituting board~~

17546 Private sale of personal property

17556-17561 Dedication of real property

~~17582-17583-District deferred maintenance fund~~

35140-35149 Meetings

35160-35178.4 Powers and duties

48660-48661 Community day schools, establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue

1245.240 Eminent domain vote requirements

1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 – Regulation of local agencies by counties and cities

53724 Parcel ~~Tax~~tax resolution requirements

53790-53792 Exceeding the budget

53820-53833 Temporary borrowing

53850-53858 Temporary borrowing

~~54950-Meetings: declaration; intent; sovereignty~~

54950-54963 The Ralph M. Brown Act, especially:

54952.6 Action taken, definition

54953 Meetings to be open and public; attendance; *prohibition against* secret ballots

54960-54960.5 ~~Action~~Actions to prevent violations

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

20114 Repairs, maintenance, and improvements to district facilities by day labor or force account

22034 Uniform Public Construction Cost Accounting Act informal bidding ordinance

22035 Repair or replacement of facilities in case of emergency

22050 Emergency contracting procedures

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors; (2003) 112 Cal.App.4th 1313

McKee v. Orange Unified School District; (2003) 110 Cal.App.4th 1310

Bell v. Vista Unified School District; (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach; (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, ~~2009~~2014

ATTORNEY GENERAL PUBLICATIONS

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

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, ~~2007~~ 2nd Edition, rev. July 2010

WEB SITES

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

~~California Attorney General's Office: <http://www.caag.state.ca.us>~~

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323.2(e)

Institute ~~of~~for Local Government: <http://www.ca-ilg.org>

Office of the Attorney General: <http://www.oag.ca.gov>

Adopted: 10-19-77

Amended: 3-2-83, 11-6-84, 11-13-90, 3-12-02, 9-17-02, 10-18-11, 3-12-13, [8-20-19](#)

OAK PARK UNIFIED SCHOOL DISTRICT

EXHIBIT

Series 9000

Bylaws of the Board

E 9323.2(a)

Actions Requiring More Than A Majority Exhibit 1

Actions Requiring a Super Majority Vote

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring ~~the Governing Board's~~ intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale, or Lease ~~and Rental~~ of District-Owned Real Property)

2. Resolution declaring ~~the Board's intent of Governing Board~~ to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any ~~other~~ presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing ~~pursuant to Government Code 53820-53833, of funds~~ needed for immediate requirements of the district to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)

(cf. 7150 - Site Selection and Development)

(cf. 7160 - Charter School Facilities)

7. When the district is organized to serve only grades K-8, action to establish a community day school for any of grades K-8 (Education Code 48660)

OAK PARK UNIFIED SCHOOL DISTRICT

EXHIBIT

Series 9000

Bylaws of the Board

E 9323.2(b)

(cf. 6185 - Community Day School)

8. When the district is organized to serve only grades K-8, has an average daily attendance (ADA) of 2,500 or less, or desires to operate a community day school to serve any of grades K-6 (and no higher grades) and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

- ~~7.~~9. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

10. Resolution of intent to issue bonds ~~with~~within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district. (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

11. Resolution ~~of~~to place a parcel tax on the ballot (Government Code 53724)
12. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)
13. When the district has a three-member Board, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
- ~~1.~~2. Determination that a closed session is necessary during an emergency meeting. If less

OAK PARK UNIFIED SCHOOL DISTRICT

EXHIBIT

Series 9000

Bylaws of the Board

E 9323.2(c)

than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. ~~The expenditure~~Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

- ~~1.~~2. Resolution for district borrowing based on issuance of ~~notes~~notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)

3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25% percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)

4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. ~~3110~~3311 - Bids)

~~5. Resolution to award a contract for a public works project at \$187~~

5. When the district has a five-member or seven-member Board, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

OAK PARK UNIFIED SCHOOL DISTRICT

EXHIBIT

Series 9000

Bylaws of the Board

E 9323.2(d)

6. Resolution to award a contract for a public works project at \$212,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the ~~uniform public construction cost accounting act~~ Uniform Public Construction Cost Accounting Act for projects of \$~~175~~200,000 or less, all bids received are in excess of \$~~175~~200,000, and the ~~board~~ Board determines that the district's cost estimate was reasonable (~~public contract code~~ Public Contract Code 22034)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a ~~community~~ lease of district property for extraction and taking of gas not associated with oil (Education Code 17510-17511)
2. ~~Waiver~~ Authorization of the use of day labor or force account, or waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property ~~in the local dump~~ or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Adopted: 3-12-02

Amended: 9-17-02, 11-07, 11-12, 8-14, 8-20-19

**OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT**

Series 9000

Bylaws of the Board

E 9323.2(e)

Exhibit(2) 9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: (Name of district attorney or any interested person)

The Governing Board of Oak Park Unified School District has received your cease and desist letter dated (date) alleging that the following past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

Adopted: 8-20-19

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2019
SUBJECT: VII.1 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 July 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 both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

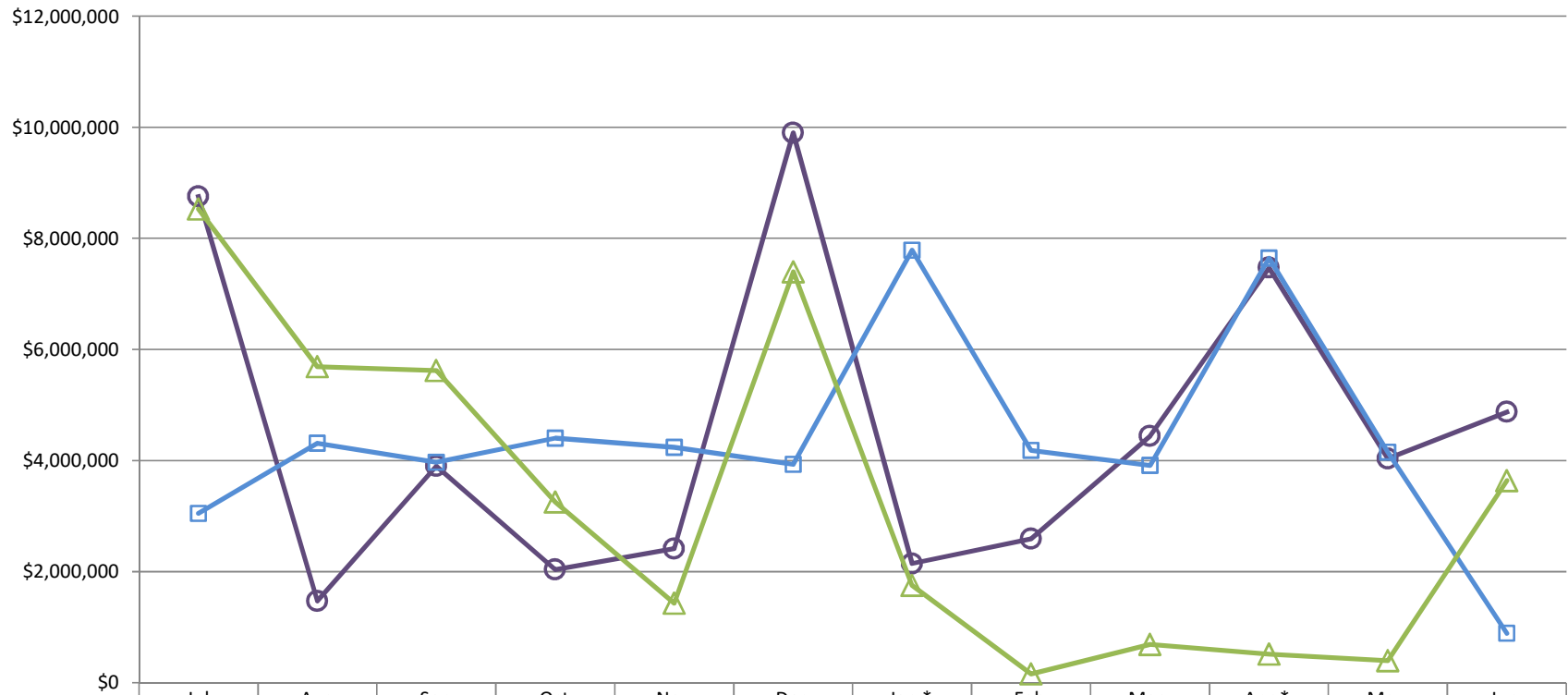
Prepared by: Byron Jones, Director, Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

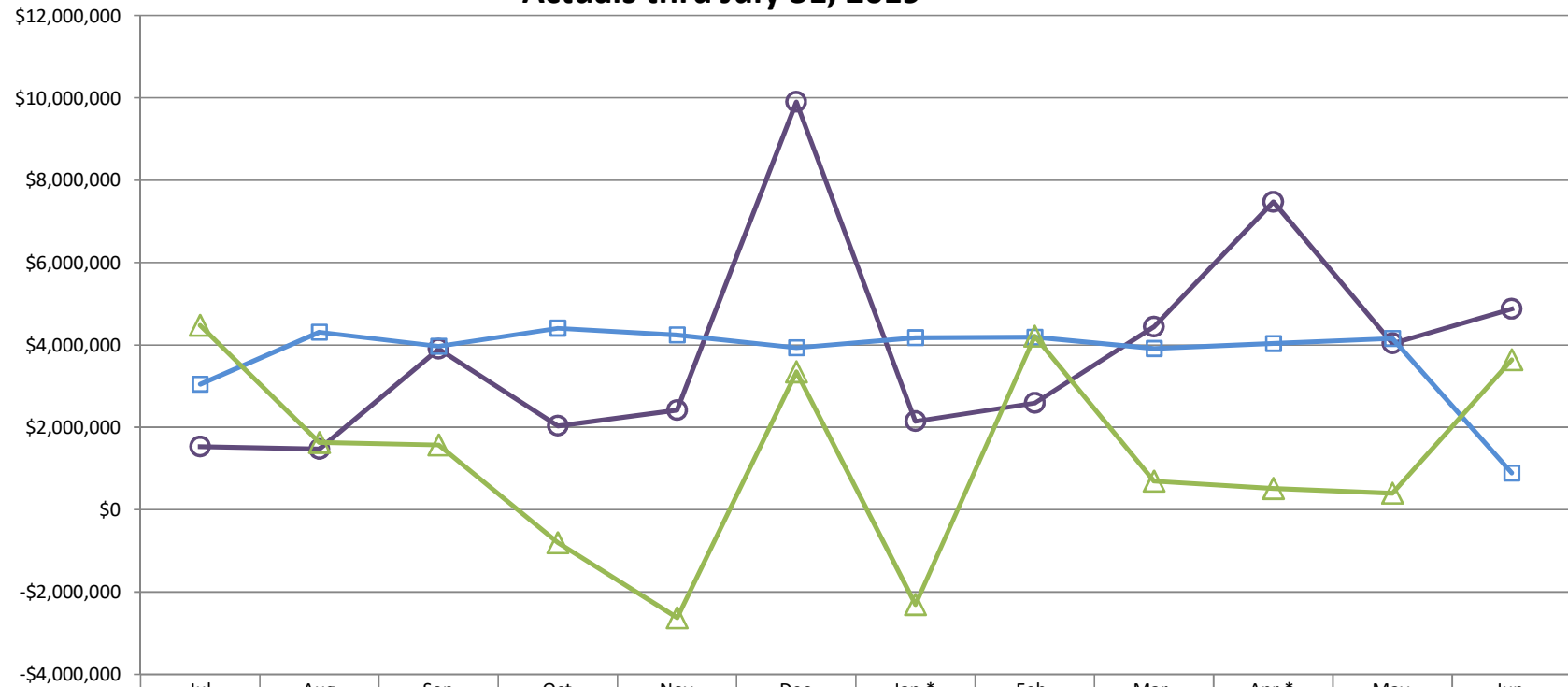
OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2019-20 Budget															
Budget: Adopted Budget															
Actuals through July 31, 2019															
		BEGINNING BALANCE BASED ON 2018-19 YEAR-END ESTIMATED ACTUALS													
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$2,819,165	\$8,527,095	\$5,688,501	\$5,621,840	\$3,254,639	\$1,430,710	\$7,397,935	\$1,753,492	\$158,180	\$688,162	\$514,120	\$396,243		
B. RECEIPTS															
Revenue Limit Sources															
Principal Apportionment	8010-8019	1,021,475	1,021,475	3,421,504	1,838,654	1,838,654	3,421,505	1,838,654	2,068,834	3,643,946	2,068,834	2,068,834	4,099,798	-1	28,352,166
Property Taxes	8020-8079	83,032	78,375	67	39,193	398,700	5,981,068	180,415	49	64,126	4,298,487	122,153	372,010	0	11,617,675
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	23,639	0	37,808	2,201	0	41,789	10,646	0	72,529	0	0	911,559	0	1,100,171
Other State Revenue	8300-8599	9,629	77	133,202	494	43,711	304,210	0	0	0	176,759	185,818	318,235	-1,901	1,170,234
Other Local Revenue	8600-8799	279,040	87,497	245,387	149,314	123,298	155,353	96,549	99,107	230,051	131,634	333,605	484,644	1,604,432	4,019,911
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,416,815	1,187,424	3,837,968	2,029,856	2,404,363	9,903,925	2,126,264	2,167,990	4,010,652	6,675,714	2,710,410	6,186,246	1,602,530	46,260,157
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	332,820	2,134,826	2,138,861	2,163,306	2,184,883	2,157,299	2,157,790	2,190,239	2,170,596	2,178,902	2,284,554	366,470	0	22,460,546
Classified Salaries	2000-2999	231,055	631,045	661,730	657,152	704,285	651,505	622,824	671,674	641,060	639,553	684,223	500,650	0	7,296,756
Employee Benefits	3000-3999	103,031	1,013,487	1,018,151	1,022,696	1,033,159	1,036,187	1,016,265	1,021,615	1,022,042	1,018,567	1,044,904	269,261	0	10,619,365
Books, Supplies	4000-4999	52,608	179,213	126,799	240,095	58,055	98,321	105,615	106,499	141,698	66,994	95,510	57,427	0	1,328,834
Services	5000-5999	128,464	339,312	293,136	484,308	286,442	279,920	445,409	326,579	199,957	456,141	182,170	361,474	0	3,783,312
Capital Outlay	6000-6599	0	0	2,309	6,964	210,868	7,147	0	28,981	0	41,460	89,295	-76,480	-2	310,542
Other Outgo - Excess Costs	7000-7499	55,729	28,990	-11,125	31,672	32,665	8,267	10,097	22,345	-2,054	-2,054	22,345	248,429	0	445,306
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	104,914	0	104,914
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		903,706	4,326,873	4,229,861	4,606,193	4,510,357	4,238,646	4,358,000	4,367,932	4,173,299	4,399,563	4,403,001	1,832,145	-1	46,349,575
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	111,346	283,706	63,390	5,966	10,468	-5,986	17,445	422,025	430,307	796,042	1,325,009	-1,311,263	0	2,148,454
Due From Other Funds	9310	0			0	0									
Prepaid Expenditures	9330	261													
Accounts Payable	9500	-2,141,786	17,149	261,843	203,169	271,596	307,932	182,348	182,605	262,322	366,266	249,705	942,855	0	1,106,004
Unearned Revenues	9650	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Loans from Other Funds	9610	0	0	0	0	0	0	0	0	0	0	0	-745,105	0	(745,105)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	7,225,000	0	0	0	0	0	-3,612,500	0	0	-3,612,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		5,194,821	300,855	325,232	209,136	282,065	301,946	-3,412,707	604,630	692,629	-2,450,193	1,574,714	-1,113,513	0	2,509,353
E. NET INCREASE/DECREASE (B-C+D)		5,707,930	-2,838,594	-66,661	-2,367,201	-1,823,929	5,967,225	-5,644,443	-1,595,312	529,982	-174,042	-117,877	3,240,588	1,602,531	2,419,935
F. ENDING CASH (A+E)		8,527,095	5,688,501	5,621,840	3,254,639	1,430,710	7,397,935	1,753,492	158,180	688,162	514,120	396,243	3,636,831	1,602,531	2,419,935
G. ENDING CASH, PLUS ACCRUALS														5,239,362	

OPUSD - Cashflow Actuals thru July 31, 2019



*** NOTE:** **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$7,225,000.**
TRAN repayment included in Expense and Cash Balance lines: January \$3,612,500 and April \$3,612,500.

OPUSD - Cashflow without TRAN **Actuals thru July 31, 2019**



Revenue + AR	1,528,161	1,471,130	3,901,357	2,035,823	2,414,832	9,897,940	2,143,709	2,590,015	4,440,959	7,471,756	4,035,418	4,874,983
Expense + AP	3,045,492	4,309,724	3,968,018	4,403,024	4,238,761	3,930,714	4,175,652	4,185,327	3,910,977	4,033,297	4,153,296	889,290
Cash Balance	4,472,095	1,633,501	1,566,840	-800,361	-2,624,290	3,342,935	-2,301,508	4,213,180	688,162	514,120	396,243	3,636,831

*** NOTE:** **TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,255,000**
TRAN repayment not included (January \$2,127,500 and April \$2,127,500).

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: VII.2 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 July 31, 2019?

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: Leon Cavallo, Project Manager, Balfour Beatty Construction
Enoch Kwok, Director, Educational Technology and Information Systems
Brendan Callahan, Director Bond Programs, Sustainability, Maintenance and 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
As of July 30_2019

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management				-		-			
Measure S General Planning Services	155,160	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Program Management Salaries	802,914	-	802,914	805,353	(2,439)	805,353	-	In Design	IN PROGRESS
17-58S General Planning & Services	90,821	29,400	120,221	120,221	-	101,952	18,269	In Design	HED General Planning
Measure S- PM/CM Software, Equipment & Supplies	251,000	-	251,000	179,171	71,829	178,757	414	In Design	IN PROGRESS
Measure S General CM Services	462,811	-	462,811	376,370	86,441	376,370	-	In Design	IN PROGRESS
	1,762,706	29,400	1,792,106	1,636,275	155,832	1,617,592	18,683		
Brookside Elementary School				-		-			
17-32S Security Fencing	99,940	(41,450)	58,490	58,490	-	58,490	-	Complete	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	587,417	1,336,274	1,239,550	96,724	168,189	1,071,360	In Construction	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	391,159	3,257,591	313,834	77,325	In Design	IN PROGRESS
	4,510,947	545,967	5,056,914	1,702,599	3,354,315	553,913	1,148,685		
District Office				-		-			
19-17S District Office Emergency Generator	65,625	-	65,625	22,640	42,985	-	22,640	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	12,416	12,416	-	12,416	-	In Close-Out	IN CLOSE-OUT
	78,041	-	78,041	35,056	42,985	12,416	22,640		
District Wide				-		-			
17-49S Security Badge System Upgrade	9,586	-	9,586	9,586	-	9,586	-	Complete	NOC 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	CLOSED
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	282,274	(11,900)	60,545	221,730	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	200,000	194,704	5,296	63,132	131,571	In Progress	IN PROGRESS
	8,158,192	47,062	8,205,254	8,211,858	(6,604)	7,858,557	353,301		
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	-	Complete	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	1,506,394	1,569,411	(63,017)	1,568,610	800	Complete	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	4,717,470	-	4,717,470	436,845	4,280,625	347,563	89,281	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	32,109	35,459	(3,350)	35,459	-	Complete	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	-	Complete	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	80,000	(8,198)	71,802	71,802	-	71,802	-	In Close-Out	IN CLOSEOUT
19-15S Shade Sails at MCMS	55,850	-	55,850	-	55,850	-	-	In Close-Out	IN CLOSEOUT
	7,155,599	32,797	7,188,395	2,926,705	4,261,690	2,817,316	109,389		
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



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

Budget vs. Commitments and Expenditures
As of July 30_2019

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-19S Add Modular Classrooms	4,824,000	-	4,824,000	422,415	4,401,585	135,946	286,469	In Design	IN PROGRESS
19-02S: Area Drain Improvements @Rooms 8-11	13,640	(1,240)	12,400	12,400	-	12,400	-	Complete	NOC Approved 5/14/19
19-12F OHES Running Track	97,812	-	97,812	98,109	(297)	3,025	95,084	In Close-Out	IN CLOSEOUT
19-13S - OHES Fencing @ Park	135,042	-	135,042	735	134,307	735	-	In Construction	IN PROGRESS
19-20S Kindergarten Flooring Classrooms	19,223	-	19,223	19,223	-	19,223	-	In Close-Out	IN CLOSEOUT
	5,297,905	(5,747)	5,292,158	750,379	4,541,779	368,826	381,553		
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	NOC 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
	1,167,684	(211,302)	956,382	881,701	74,681	881,701	-		
Oak Park High School					-		-		
19-19S: Art Court Phase II	200,000	-	200,000	-	200,000	-	-	In Construction	IN PROGRESS
	200,000	-	200,000	-	200,000	-	-		
Oak Park Neighborhood School					-		-		
19-08S OPNS Arch Svcs for DSA Certific	189,285	-	189,285	191,285	(2,000)	4,249	187,036	In Design	IN PROGRESS
	189,285	-	189,285	191,285	(2,000)	4,249	187,036		
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	6,021,482	-	6,021,482	420,720	5,600,762	271,381	149,339	In Design	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	-	148,440	130,400	18,040	-	130,400	In Construction	IN PROGRESS
19-16S ROES Phase 2 Sfty/Security Fencing	75,873	-	75,873	68,975	6,898	-	68,975	In Construction	IN PROGRESS
	6,299,044	(4,981)	6,294,063	668,363	5,625,700	319,649	348,714		
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	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,882	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 Progress	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	50,000	53,415	(3,415)	53,415	-	In Progress	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 Prgrm Grds 5-12	670,000	94,974	764,974	641,291	123,683	-	641,291	In Progress	BOARD APPROVED 5/23/19



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

Budget vs. Commitments and Expenditures
As of July 30_2019

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
19-11S Ipad Air Refresh Part 2	250,000	-	250,000	243,400	6,600	211,312	32,088	In Progress	BOARD APPROVED 6-4-19
	2,308,932	161,641	2,470,572	2,138,315	332,258	1,443,643	694,671		
Totals	37,128,335	594,836	37,723,171	19,142,534	18,580,637	15,877,862	3,264,672		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 20, 2019

SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's General Fund operating budget through July 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	28,352,166.00		1,021,475.00	27,330,691.00	3.60%
8020-8079	Property Taxes	11,617,675.00	11,617,675.00		83,032.31	11,534,642.69	0.71%
	Total LCFF Revenue Sources	39,969,841.00	39,969,841.00		1,104,507.31	38,865,333.69	2.76%
Federal Revenues							
8100-8299	Federal Revenues	1,100,171.00	1,100,171.00		23,639.00	1,076,532.00	2.15%
Other State Revenues							
8300-8599	Other State Revenues	1,170,234.00	1,170,234.00		9,629.06	1,160,604.94	0.82%
Other Local Revenue							
8600-8799	Other Local Revenues	4,019,911.00	4,019,911.00		279,039.96	3,740,871.04	6.94%
	Total Year To Date Revenues	46,260,157.00	46,260,157.00		1,416,815.33	44,843,341.67	3.06%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	18,011,460.00	18,011,460.00	.00	135,000.00	17,876,460.00	0.75%
1160	Certificated Salaries Stipends	396,182.00	396,182.00	.00	.00	396,182.00	0.00%
1200	Certificated Pupil Support Salaries	1,826,848.00	1,826,848.00	.00	.00	1,826,848.00	0.00%
1260	Counselor Stipend	.00	.00	.00	.00	.00	0.00%
1300	Certificated Supervisors' & Administrators' Salaries	2,226,056.00	2,226,056.00	.00	197,819.71	2,028,236.29	8.89%
	Total Certificated Salaries	22,460,546.00	22,460,546.00	.00	332,819.71	22,127,726.29	1.48%
Classified Salaries							
2100	Classified Instructional Salaries	2,695,017.00	2,695,017.00	.00	.00	2,695,017.00	0.00%
2200	Classified Support Salaries	1,699,399.00	1,699,399.00	.00	92,935.39	1,606,463.61	5.47%
2300	Classified Supervisors' & Administrators' Salaries	430,093.00	430,093.00	.00	44,943.26	385,149.74	10.45%
2400	Clerical, Technical, & Office Staff Salaries	1,928,427.00	1,928,427.00	.00	93,176.07	1,835,250.93	4.83%
2900	Other Classified Salaries	543,820.00	543,820.00	.00	.00	543,820.00	0.00%
	Total Classified Salaries	7,296,756.00	7,296,756.00	.00	231,054.72	7,065,701.28	3.17%
Employee Benefits							
3100	State Teachers' Retirement System	3,679,833.00	3,679,833.00	.00	34,085.55	3,645,747.45	0.93%
3200	Public Employees' Retirement System	1,110,970.00	1,110,970.00	.00	42,034.00	1,068,936.00	3.78%
3400	Health & Welfare Benefits	4,470,925.00	4,470,925.00	.00	.00	4,470,925.00	0.00%
3300-3900	All Other Statutory Costs	1,357,637.00	1,357,637.00	.00	26,911.27	1,330,725.73	1.98%
	Total Employee Benefits	10,619,365.00	10,619,365.00	.00	103,030.82	10,516,334.18	0.97%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	377,429.00	377,429.00	354,202.15	6,837.93	16,388.92	1.81%
4200	Other Books and Reference Material	22,883.00	22,883.00	28,918.32	286.36	6,321.68-	1.25%
4300	Materials & Supplies	658,012.00	658,012.00	405,116.03	45,483.77	207,412.20	6.91%
4400	Noncapitalized Equipment	270,510.00	270,510.00	427,000.00	.00	156,490.00-	0.00%
	Total Books and Supplies	1,328,834.00	1,328,834.00	1,215,236.50	52,608.06	60,989.44	3.96%
Services and Other Operating Expenditures							
5200	Travel and Conference	126,231.00	126,231.00	53,699.01	8,652.12	63,879.87	6.85%
5300	Dues and Memberships	39,625.00	39,625.00	2,768.06	36,196.22	660.72	91.35%
5400	Insurance	266,842.00	266,842.00	.00	.00	266,842.00	0.00%

5500	Operations & Housekeeping Services	724,411.00	724,411.00	685,481.97	38,438.45-	77,367.48	-5.31%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	423,873.00	423,873.00	201,221.06	80,104.73	142,547.21	18.90%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,888,315.00	1,888,315.00	807,090.17	55,577.53	1,025,647.30	2.94%
5899	Legal Fees	192,346.00	192,346.00	.00	17,685.46-	210,031.46	-9.19%
5900	Telephone and Communications	121,669.00	121,669.00	96,241.37	4,057.09	21,370.54	3.33%
Total Services and Other Operating Expenditures		3,783,312.00	3,783,312.00	1,846,501.64	128,463.78	1,808,346.58	3.40%
Capital Outlay							
6000	Capital Outlay	310,542.00	310,542.00	130,373.59	.00	180,168.41	0.00%
Tuition							
7100	Tuition	367,703.00	367,703.00	.00	55,729.00	311,974.00	15.16%
Debt Service							
7438	Debt Service - Interest	18,373.00	18,373.00	.00	.00	18,373.00	0.00%
7439	Debt Service - Principal	59,230.00	59,230.00	.00	.00	59,230.00	0.00%
Total Debt Service		77,603.00	77,603.00	.00	.00	77,603.00	0.00%
Total Year To Date Expenditures		46,244,661.00	46,244,661.00	3,192,111.73	903,706.09	42,148,843.18	1.95%

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
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	.00	.00	50,000.00	0.00%
Total Interfund Transfers Out		104,914.00	104,914.00	.00	.00	.00	.00	104,914.00	0.00%
Total Year To Date Other Financing Uses		104,914.00	104,914.00	.00	.00	.00	.00	104,914.00	0.00%

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	46,260,157.00	46,260,157.00		1,416,815.33	44,843,341.67	3.06%
	B. Expenditures	46,244,661.00	46,244,661.00	3,192,111.73	903,706.09	42,148,843.18	1.95%
	C. Subtotal (Revenues LESS Expense)	15,496.00	15,496.00		513,109.24	2,694,498.49	
	D. Other Financing Sources & Uses						
	Source						
	LESS Uses	104,914.00	104,914.00		.00	104,914.00	0.00%
	E. Net Change in Fund Balance	89,418.00-	89,418.00-		513,109.24	2,589,584.49	
	F. Fund Balance						
	Beginning Balance (9791)	878,078.00	878,078.00		2,819,164.67		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	878,078.00	878,078.00		2,819,164.67		
	G. Calculated Ending Balance	788,660.00	788,660.00		3,332,273.91		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	788,660.00	788,660.00				
	Other				3,192,111.73		