

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #988**

DATE: February 18, 2020

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

TIME: **5:30 p.m. Closed Session – G9**  
**6:00 p.m. Open Session – G9**

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

**BOARD OF EDUCATION**

**Barbara Laifman, President**

**Allen Rosen, Vice President**

**Drew Hazelton, Clerk**

**Derek Ross, Member**

**Denise Helfstein, Member**

**Anna Stephens, Student Board Member**



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

**Dr. Anthony W. Knight, Superintendent**

**Ragini Aggarwal, Executive Assistant**

**Adam Rauch, Assistant Superintendent, Business & Administrative Services**

**Dr. Leslie Heilbron, Assistant Superintendent, Human Resources**

**Dr. Jay Greenlinger, Director Curriculum and Instruction**

**Enoch Kwok, Director, Educational Technology & Information Systems**

**Susan Roberts, Director, Pupil Services**

**Stewart McGugan, Director, Student Support and School Safety**

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

**COPY OF ENTIRE AGENDA ON WEB SITE**

[www.opusd.org](http://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 ACCOMMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [raggarwal@opusd.org](mailto:raggarwal@opusd.org)

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

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the 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, March 17, 2020**

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

**Oak Park High School, Presentation Room, G9**

### **AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #988  
February 18, 2020**

**CALL TO ORDER – Followed by Public Comments/5:30 p.m.**

**CLOSED SESSION: 5:30 p.m.**

**OPEN SESSION: 6:00 p.m.**

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

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

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

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE - (Government Code Section 54957(b))**

**B. PUBLIC EMPLOYEE EMPLOYMENT :** Campus Supervisors, Instructional Assistants II Special Education, Extended Care Program, Instructional Assistant III Behavior, Student Services Assistant, Walk-on-Coaches, Guest Teacher

**C. EXPULSION OF PUPIL #01 – (Pursuant to Education Code 48915)**

**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 Retirement Recognition to Laura Almada, OPUSD Data Systems Support Specialist
2. Remarks from Board Members
3. Remarks from Student Board Member
4. Remarks from Superintendent

5. Report from Oak Park Education Foundation

**B. BUSINESS SESSION:**

**1. CONSENT AGENDA**

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

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

**a. Approve Minutes of Regular Board Meeting January 21, 2020**

*Board Bylaw 9324 requires Board approval of minutes from previous meetings*

**b. Public Employee/Employment Changes 01CL24478-01CL24525 & 01CE10048-01CE10101**

*Board approval required for public employee employment and changes*

**c. Approve Purchase Orders – January 1 – January 31, 2020**

*Board Policy 3300 requires Board approval of Purchase Orders*

**d. Approve Overnight Trip for Oak Park High School Spring Sports Teams to CIF Playoffs**

*Board Policy 6153 requires Board approval for student overnight trips*

**e. Approve Overnight Trip for Oak Park High School Rocket and Aviation Team Students for the NASA Student Launch Initiative – April 1-5, 2020, Huntsville, AL**

*Board Policy 6153 requires Board approval for student overnight trips*

**f. Approve Out of State Travel for Employees to Attend the National Green Schools Conference & Expo – March 1-3, 2020, Portland, OR**

*Board Policy 3350 requires Board approval for employees out of state travel*

**g. Approve Notice of Completion, Measure S Project 19-29S, Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School**

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

**h. Approve Expulsion in Abovance for Student #01-2019-2020**

*Board approval required for Expulsion*

**ACTION**

**2. BUSINESS SERVICES**

**a. Discussion on Governor's January Budget Proposal for 2020-21 and LCAP Timeline**

*Staff will provide information on the Budget proposal and LCAP timeline*

**b. Approval of 2019-20 Safe School Plans**

*Education Code Section 32280-89 requires all California K-12 public schools to have school safety plans*

**c. Approve Renewal Agreement with VCEDNET for Internet Connectivity Service**

*Board Policy 3312 requires Board approval for contracts for services*

**d. Ratify DSA Fabrication and Inspection Services, Measure S Project 18-21S, DSA Certification of Classroom Replacement at Medea Creek Middle School**

*Board Policy 3312 requires Board approval for contracts for services*

**e. Ratify Purchases for Measure S Project 19-19S, Art Court Phase 2 Equipment at Oak Park High School**

*Board approval required for projects funded by Measure S Bond fund*



**f. Authorize Measure S Project, 20-03S Innovation Lab at Oak Hills Elementary School and Approve the Purchase of Natural Pod Furniture**

*Board approval required for projects funded by Measure S Bond fund*

**g. Authorize Measure S Project, 20-04S Collaborative Furniture Districtwide for 2019-2020 School Year**

*Board approval required for projects funded by Measure S Bond fund*

**h. Authorize Measure S Project, 20-05S Basketball Courts Resurfacing at OPHS and Award Associated Construction Contract**

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

**i. Approve Acceptance of Donation**

*Board Policy 3290 requires Board approval for donation to the District or District Schools*

**j. Approve Custom Website Design Contract with Blackboard Inc.**

*Board Policy 3312 requires Board approval for contracts for services*

**3. CURRICULUM AND INSTRUCTION**

**a. Review and Discuss Physical Education Program and 2019 California Physical Fitness Test Data**

*Board will review Physical Fitness Data and receive information on the updated Physical Education Program*

**b. Approve Resolution #2020-03 Oak Park Education Foundation to Offer Fee Based Summer School Program**

*Board approval required to allow Oak Park Education Foundation to conduct Summer School*

**c. Approve 2018-2019 School Accountability Report Cards (SARCs)**

*Board approval required for 2018-2019 School Accountability Report Cards*

**d. Approve Membership Agreement with National Association for College Admission Counseling (NACAC) for 2019-2020**

*Board approval required to approve a new membership service agreement*

**e. Approve Additional Instructional Material for the Consumer Math Class at OVHS**

*Board approval required for new textbooks*

**4. HUMAN RESOURCES**

**a. Approve Resolution #2020-04 Release Temporary Certificated Employees #1 Through #11**

*Education Code 44954 requires Board approval before a notice to not reelect is given to temporary certificated employees*

**b. Approve Resolution #2020-05 Reducing or Discontinuing Particular Kinds of Service for Certificated Employees**

*Board approval required to reduce or discontinue particular kinds of service in the 2020-21 school year*

**c. Approve Resolution #2020-06 Determination of Seniority Among Employees with the Same Seniority Date ("Tie Breaker Resolution")**

*Education Code 44955 requires Board approval for a Tie Breaker Resolution*

**5. BOARD**

**a. Approve 2020 CSBA Delegate Assembly Election of Candidates**

*Board is asked to vote on candidates running for Delegate Assembly election*

## **6. BOARD POLICIES**

### **a. Approve Adoption of New Board Policy 0520 – Intervention for Underperforming Schools – First Reading**

*New Board policy contains material formerly in BP 0460 - Local Control and Accountability Plan regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Paragraph added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI).*

### **b. Approve Amendment to Board Policy and Administrative Regulation 3540 – Transportation – First Reading**

*Board Policy updated to include material formerly in AR regarding the means of transportation, contracts for transportation services, and the option to pay parents/guardians their actual and necessary expenses in transporting the student. Policy also addresses (1) the district's authority to require families to pay a transportation fee, with specified exceptions; (2) the district's authority to transport students without parent/guardian permission when evacuation of students is necessary for their safety; and (3) the installation of a global positioning system on school buses to enhance safety and provide real-time location data. Regulation deleted and key concepts moved to BP.*

### **c. Approve Amendment to Board Policy 5123 – Promotion/Acceleration/Retention – First Reading**

*Board Policy updated to make minor revision reflecting current law pertaining to the requirement to provide remedial instruction to students who are recommended for retention or are identified as being at risk for retention.*

### **d. Approve Amendment to Board Policy and Administrative Regulation 5142 – Safety – Second Reading**

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

### **e. Approve Amendment to Board Policy and Administrative Regulation 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction – First Reading**

*Board Policy updated to more directly reflect the goals of the California Healthy Youth Act, incorporate the legal requirement for districts whose graduation requirements include completion of a health education course to include instruction on the affirmative consent standard, and reflect NEW LAW (SB 1104, 2018) which requires districts offering grades 6-12 to provide information on human trafficking prevention resources to parents/guardians by January 1, 2020. Policy also adds timeline for notification to parents/guardians that they may request to excuse their child from comprehensive sexual health and HIV prevention education. Regulation updated to reflect NEW LAW (AB 1861, 2018) which requires that comprehensive sexual health education include specified information regarding human trafficking, and NEW LAW (AB 1868,*

2018) which authorizes instruction regarding the potential risks and consequences of electronically sharing suggestive or sexually explicit materials. Section on "Professional Development" updated to reflect a legal requirement to provide periodic staff development regarding sexual abuse and human trafficking.

**f. Approve Amendment to Board Policy 6146.1 High School Graduation Requirements– First Reading**

*Board Policy includes minor revision to clarify that immigrant students enrolled in a newcomer program in grades 11-12 may be eligible for an exemption from locally established graduation requirements, regardless of whether they transferred between schools after the completion of the second year of high school.*

**g. Approve Amendment to Board Policy and Administrative Regulation 7140 Architectural and Engineering Services – First Reading**

*Board Policy updated to clarify the district's responsibility to select a licensed architect and/or structural engineer as required by law when professional design services are used for construction or modernization of school facilities and to address the need to comply with state safety and design standards. Policy adds the general duties of the architect and/or structural engineer and the circumstances under which design specifications must be submitted to CDE and the Division of the State Architect. Regulation updates the components of the selection process to more directly reflect law and adds the district's authority, if negotiations with the most qualified firm are unsuccessful, to negotiate a contract with the second most qualified firm and then the third most qualified firm. Regulation also includes the option to award a contract to a single entity for both the design and construction of a school facility in excess of \$1 million ("design build" contract).*

**VII INFORMATION ITEMS**

- 1. Revised Month 5 Enrollment and Attendance Report**
- 2. Monthly Cash Flow Report**
- 3. Monthly Measure S Status Report**
- 4. Monthly General Fund Budget Report**

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

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

**MINUTES OF REGULAR BOARD MEETING      1-21-2020      #987**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code §54957)**
- B. PUBLIC EMPLOYEE EMPLOYMENT(Government Code 54957):** Student Worker  
Food Service Instruction Assistant I Grade K Temp, Walk-on-Coaches, College & Career  
Center Technician Full Time, Custodian Substitute, Guest Teachers
- C. SUPERINTENDENT EVALUATION (Gov. Code §54957):** Superintendent's Goals for  
2019-2020 Midyear review

The Board adjourned to Closed Session at 5:01 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 6:30 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**STAFF PRESENT**

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

**FLAG SALUTE**

Brandon McFadden led the Pledge of Allegiance to the Flag.

## **REPORT ON CLOSED SESSION**

Board President, Barbara Laifman reported that in closed session the Board took no action.

## **ADOPTION OF AGENDA**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the adoption of the Agenda as stated in the motion.

## **PUBLIC SPEAKERS**

None

## **REPORT FROM BOARD MEMBERS**

Board Member Allen Rosen had no report

Board Member Drew Hazelton reported that he attended Safety and Security Task Force and he was very happy that the Raptor Security Badge System will be setup at all school soon.

Board Member Denise Helfstein hoped everyone had a nice Holiday or winter break with their families and thanked Barbara for organizing bagels for delivery to staff and hoped everyone enjoyed them. Denise reported that she attended the Measure S meeting by phone, and the Curriculum Council meeting was canceled. Denise stated that she was unable to attend the OPHS service fair but she had heard that it was well attended and successful. Denise thanked the organizers and the high school for hosting it.

Board Member Derek Ross reported that he attended the Safety and Security Task Force Meeting, GATE DAC meeting, Measure S Meeting, and Oak Park Committee Meeting for Rancho Simi Recreation and Park District. Derek also enjoyed a breakfast with Tony and meetings with Dr. Jay Greenlinger and Adam Rauch.

Board Member Barbara Laifman reported that she attended an OPEF Meeting and the Community Engagement Meeting, but was unable to attend the EEAC meeting.

Student Board Member Anna Stephens reported junior classmates in ASB chose the prom location for 2021, and that ASB is planning the VICE and couple fundraisers, and will also be hosting a blood drive. Anna stated that she was working with administrators to address student mental health and was hoping to have it added to their leadership agenda.

Superintendent Tony Knight reported that he attended the anti-bias parent meeting and that the Middle School modular project is to start next week. Dr Knight thanked Board Member, Denise Helfstein for her great leadership as the Board President for 2019 and presented her with a commemorative vase.

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

Brandon McFadden, chairperson of the foundation reported that the Board had recently completed a formal performance review for their Executive Director, Vicky Raven. The Board is currently working on achieving their fundraising goal. A distinguished donor event is planned for March 28. The foundation is actively recruiting board members for various positions.

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

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Consent Agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the Consent Agenda as presented.

- a. [Approve Minutes of Organizational Board Meeting December 17, 2019](#)
- b. [Public Employee/Employment Changes 01CL24458- 01CL24476 & 01CE10002- 01CE10047](#)
- c. [Approve Purchase Orders – December 1 - December 31, 2019](#)
- d. [Approve Quarterly Report on Williams Uniform Complaints – January 2020](#)
- e. [Approve Out of State Travel for Certificated Employees to Attend the National Council of Teachers in Mathematics Conference in Chicago, IL April 1-4, 2020](#)
- f. [Accept 2019-2020 First Period Attendance Report](#)
- g. [Approve Notice of Completion for Measure S Project 19-24S Installation of Additional Security Cameras Districtwide Phase 4](#)
- h. [Approve Notice of Completion for Measure S Project 19-27S Repair Wood Columns at Oak Park High School](#)
- i. [Approve Notice of Completion for Measure S Project 19-28S Extend Shared Wall in Room 216 at Brookside Elementary School](#)
- j. [Approve Notice of Completion for Measure S Project 19-30S Extend Height of Playground Fence at Brookside Elementary School](#)
- k. [Approve Overnight Trip for Oak Park High School Thespian Club – February 21-22, 2020 Chapman College, Orange, CA](#)

## **B2. BUSINESS SERVICES**

- a. [Accept Annual Audit Reports for Fiscal Year 2018-19](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education accepted the Annual Financial Audit Reports for Fiscal Year 2018-19. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the agenda item as presented.

The District Financial Audit report was provided by Natalie Palma from the accounting firm of Christy White Accountancy Corp. There were no findings reported.

- b. [Approve Resolution #2020-01 Pupil Attendance Alternatives AB 99 – District of Choice \(DOC\) Space Availability for 2020-2021](#)

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved Resolution #2020-01 Pupil Attendance Alternatives AB 99 – District of Choice (DOC) Space Availability for 2020-2021. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the agenda item as presented. The Board accepted all eligible student transfers under the District of Choice Program for the 2020-2021 school year.

- c. [Approve Acceptance of Donations](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Acceptance of Donations. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the agenda item as presented.

The Boeing Company donated \$6,000 to the Oak Park High School Rocket Team and Lindsay Theule donated \$2,400 on behalf of Conejo Window Tinting to OPUSD for the Super Saturday Sustainability showcase. The Board accepted the donations with much gratitude.

**d. [Approve Submittal of California Department of Education Form J13A, Request for Allowance of Attendance Due to Emergency Conditions](#)**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Submittal of California Department of Education Form J13A, Request for Allowance of Attendance Due to Emergency Conditions. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the agenda item as presented.

**e. [Approve Measure S Project 20-01S Next Generation Mac Laptop Pilot](#)**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved Measure S Project 20-01S Next Generation Mac Laptop Pilot. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the agenda item as presented.

**f. [Approve Measure S Project 20-02S Interactive Flat Panel Displays for Elementary School Creativity & Innovation Labs](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Measure S Project 20-02S Interactive Flat Panel Displays for Elementary School Creativity & Innovation Labs. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the agenda item as presented.

**B3. CURRICULUM**

**a. [Approve Renewal of District's Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2019-2020.](#)**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the Renewal of District's Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2019-2020. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. Student Board Member, Anna Stephens, cast a preferential vote to approve the agenda item as presented.

Student Board Member, Anna Stephens left the meeting at 6:57 pm.

**B4. HUMAN RESOURCES**

**a. [Approve the Revised Job Description and Salary Schedule Placement for the Position of Director of Student Support and School Safety](#)**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Revised Job Description and Salary Schedule Placement for the Position of Director of Student Support and School Safety. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**b. [Approve 2021-2022 Classified Employees Holiday Calendar](#)**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the 2021-2022 Classified Employees Holiday Calendar. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**B5. BOARD**

**a. [Midyear Review and Discussion of the Board Approved 2019-2020 District Goals](#)**

At its August 20, 2019, regular meeting the Board of Education approved the District Goals for 2019-2020. The Board discussed and reviewed the progress towards meeting these goals.



## **B6. BOARD POLICIES**

- a. [Approve Amendment to Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan – First Reading](#)  
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- b. [Approve Amendment to Board Policy and Administrative Regulation 3350 – Travel Expenses – First Reading](#)  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3350 – Travel Expenses as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- c. [Approve Amendment to Board Policy and Administrative Regulation 3515 – Campus Security – First Reading](#)  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3515 – Campus Security as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0. The Board requested that the staff check with the JPA about the signage
- d. [Approve Amendment to Board Policy 5131 – Conduct – First Reading](#)  
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Amendment to Administrative Regulation 5131 – Conduct as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- e. [Approve Adoption of New Board Policy 5131.8 – Mobile Communication Devices – First Reading](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Adoption of New Board Policy 5131.8 – Mobile Communication Devices as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- f. [Approve Amendment to Board Policy and Administrative Regulation 5142 – Safety – First Reading](#)  
On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5142 – Safety as First Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- g. [Approve Amendment to Board Policy and Administrative Regulation 6145.6 – International Exchange – First Reading](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy and Administrative Regulation 6145.6 – International Exchange as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

## **OPEN DISCUSSION**

The Board held a discussion on holding a special meeting in May to honor the Marie Panec award recipients and the retirees.

The Board also recommended that the Food Services Presentation be provided as a written report by the end of the year and the Club Oak Park Presentation be moved to August.



On motion of Allen Rosen, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting is declared adjourned at 7:41 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

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

**ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS**

**CONSENT**

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24478	Michael Best	Campus Supervisor	1/21/2020	General	\$15.67	OPHS
CL24479	Roxana Mora	Campus Supervisor	1/27/2020	General	\$19.72	OPHS
CL24480	Janet Benjamin	Instructional Assistant II Sp Ed	1/27/2020	Special Education	\$22.06	OHES
CL24481	Katie Ramsey	Instructional Assistant II Sp Ed	1/28/2020	Special Education	\$19.63	OHES
CL24482	Francisco Benitez	Instructional Assistant III Behavior	1/27/2020	Special Education	\$23.65	OHES
CL24483	Stephanie Love	Student Services Assistant I	1/16/2020	General	\$17.52	ROES
CL24484	James Tsai	Walk-On-Coach - Not to Exceed \$3,500	1/24/2020	Coaches, Athletics	TBD	OPHS
CL24485	Troy White	Walk-On-Coach - Not to Exceed \$3,500	2/3/2020	Coaches, Athletics	TBD	OPHS
CL24486	Natasha Diaz	Instructional Assistant III - Behavior	2/10/2020	Special Education	\$23.65	ROES

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24487	Tarik Ergin	Boys Lacrosse Varsity Head Coach	1/8/2020	Coaches, Athletics	\$3,500	OPHS
CL24488	Max Luchs	Boys Lacrosse JV Head Coach	1/8/2020	Coaches, Athletics	\$2,000	OPHS
CL24489	Bob Bjerkaas	Boys Lacrosse Varsity Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$2,000	OPHS
CL24490	Jeff Smith	Baseball Varsity Head Coach	1/8/2020	Coaches, Athletics	\$3,000	OPHS
CL24491	Joey Kinberg	Baseball JV Head Coach	1/8/2020	Coaches, Athletics	\$2,000	OPHS
CL24492	Aaron Boal	Baseball Frosh Head Coach	1/8/2020	Coaches, Athletics	\$1,500	OPHS
CL24493	Grover Dempsey	Baseball Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$2,000	OPHS
CL24494	Brodie Reyes	Baseball Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$2,000	OPHS
CL24495	Kendall Bilbruck	Girls Beach Volleyball Varsity Head Coach	1/8/2020	Coaches, Athletics	\$1,500	OPHS
CL24496	Paris Dosch	Girls Beach Volleyball Varsity Co-Head Coach	1/8/2020	Coaches, Athletics	\$500	OPHS
CL24497	Lewis Varney	Boys Volleyball Varsity Head Coach	1/8/2020	Coaches, Athletics	\$3,500	OPHS
CL24498	Nick Fahn	Boys Volleyball JV Head Coach	1/8/2020	Coaches, Athletics	\$2,000	OPHS
CL24499	Jason Fichera	Boys Volleyball Frosh Head Coach	1/8/2020	Coaches, Athletics	\$1,500	OPHS

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

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

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24500	Kendall Bilbruck	Boys Volleyball Varsity Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$1,500	OPHS
CL24501	Lewis Varney	Boys Volleyball Frosh Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$500	OPHS
CL24502	Donn James	Boys Golf Varsity Head Coach	1/8/2020	Coaches, Athletics	\$2,500	OPHS
CL24503	Carl Joyce	Boys Tennis Varsity Head Coach	1/8/2020	Coaches, Athletics	\$2,500	OPHS
CL24504	Carl Joyce	Boys Tennis JV Head Coach	1/8/2020	Coaches, Athletics	\$2,000	OPHS
CL24505	Kathy McCormick	Stunt Varsity Head Coach	1/8/2020	Coaches, Athletics	\$3,500	OPHS
CL24506	Jasmine Acevedo	Stunt Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$1,500	OPHS
CL24507	Samone Rankins	Stunt Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$2,500	OPHS
CL24508	Tianna Sondergoth	Stunt Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$2,500	OPHS
CL24509	Ross Tabor	Girls Lacrosse Varsity Head Coach	1/8/2020	Coaches, Athletics	\$3,000	OPHS
CL24510	Ross Tabor	Girls Lacrosse JV Head Coach	1/8/2020	Coaches, Athletics	\$2,000	OPHS
CL24511	Gus Sapon	Baseball Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$2,000	OPHS
CL24512	Austin Smith	Baseball Frosh Assistant Coach	1/8/2020	ASB Coaches, Athletics	\$1,500	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24513	Kristen McNeeley	Behavior Specialist Rtn from LOA	1/6/2020	Special Ed	\$58.76	DO
CL24514	Sue Ann Dumpel	Campus Supervisor Rtn from LOA	1/27/2020	General	\$18.60	BES
CL24515	Jose Caesar Munoz	Custodian Admin Leave w/ pay	1/22/2020	General	\$22.30	MCMS
CL24516	Nishita Bhinde	Instructional Assistant II Sp Ed Sub to Reg	1/16/2020	Special Ed	\$18.54	MCMS
CL24517	Michael Crumpley	Instructional Assistant II SpEd - to IA II Sub	2/10/2020	Special Education	\$20.81	DO
CL24518	Linda Santiago	Instructional Assistant II SpEd increase in hours	2/20/2020	Special Education	\$21.06	ROES
CL24519	Andrea Hunt	Instructional Assistant III - Reading/Literacy Rtn from LOA	2/24/2020	PTA/General	\$24.13	OHES

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

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

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**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24520	Victor Torres	Head Custodian II	5/25/2020	Retirement	\$26.86	MCMS
CL24521	Victoria Warren	Instructional Assistant II SpEd	2/7/2020	Resignation	\$22.06	ROES
CL24522	Michael Crumpley	Instructional Assistant II SpEd	2/7/2020	Resignation	\$20.81	ROES
CL24523	Aubrey Guidetti	Instructional Assistant II SpEd	1/31/2020	Resignation	\$18.54	MCMS
CL24524	Kathleen St.John	Food Service Assistant I	1/31/2020	Retirement	\$19.72	OPHS
CL24525	Linda LaTourette	Business Department Assistant Food Service	4/18/2020	Retirement	\$29.05	DO

Prepared by:  
Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**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	
01CE10048	Blair Bennett	Guest Teacher	2/10/2020	General	Various	

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10049	Amy Buccino	January Size Overages	1/6/2020	General	\$ 190.00	ROES
01CE10050	Jennifer Bird	January Size Overages	1/6/2020	General	\$ 95.00	ROES
01CE10051	Marta Ewing	January Size Overages	1/6/2020	General	\$ 95.00	ROES
01CE10052	Patricia Holland	January Size Overages	1/6/2020	General	\$ 190.00	ROES
01CE10053	Sharon Merfeld	January Size Overages	1/6/2020	General	\$ 95.00	ROES
01CE10054	Lynnae Gaeta	January Size Overages	1/6/2020	General	\$ 95.00	ROES
01CE10055	Grace McKeegan	January Size Overages	1/6/2020	General	\$ 190.00	ROES
01CE10056	Jan Sloane	January Size Overages	1/6/2020	General	\$ 95.00	ROES
01CE10057	Jamie Brown	January Size Overages	1/6/2020	General	\$ 190.00	ROES
01CE10058	Nina Johnson	January Size Overages	1/6/2020	General	\$ 165.00	ROES
01CE10059	Maureen Mc Dowell	January Size Overages	1/6/2020	General	\$ 190.00	ROES
01CE10060	Kim Annino	January Size Overages	1/6/2020	General	\$ 95.00	BES
01CE10061	Barbie Lee	January Size Overages	1/6/2020	General	\$ 95.00	BES
01CE10062	Kellie Milbourn	January Size Overages	1/6/2020	General	\$ 95.00	BES
01CE10063	Sandra Hirano	January Size Overages	1/6/2020	General	\$ 95.00	BES
01CE10064	Cynthia Morrow	January Size Overages	1/6/2020	General	\$ 95.00	BES
01CE10065	Brandie Pryor	January Size Overages	1/6/2020	General	\$ 95.00	BES
01CE10066	Victor Anderson	January Size Overages	1/6/2020	General	\$ 29.00	OPHS
01CE10067	Tim Chevalier	January Size Overages	1/6/2020	General	\$ 40.00	OPHS
01CE10068	Eric Pryor	January Size Overages	1/6/2020	General	\$ 5.00	OPHS
01CE10069	Michelle Gould	January Size Overages	1/6/2020	General	\$ 190.00	OHES
01CE10070	Stephanie Love	January Size Overages	1/6/2020	General	\$ 95.00	OHES
01CE10071	Allison Shapiro	January Size Overages	1/6/2020	General	\$ 55.00	OHES
01CE10072	Keri Liberman	January Size Overages	1/6/2020	General	\$ 95.00	OHES

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10073	Lianne Arnold	January Size Overages	1/6/2020	General	\$ 95.00	OHES
01CE10074	Lauren Cantillon	January Size Overages	1/6/2020	General	\$ 95.00	OHES
01CE10075	Joy Reints	January Size Overages	1/6/2020	General	\$ 115.00	OHES
01CE10076	Kathryn Klamecki	Game Mgr Boys' Volleyball	2/15-5/2/2020	ASB	\$ 1,050.00	OPHS
01CE10077	Kathryn Klamecki	Game Mgr Stunt	2/15-5/2/2020	ASB	\$ 210.00	OPHS
01CE10078	Russ Peters	Game Mgr Boys' Lacrosse	2/15-5/2/2020	ASB	\$ 1,050.00	OPHS
01CE10079	Russ Peters	Game Mgr Girls' Lacrosse	2/15-5/2/2020	ASB	\$ 1,330.00	OPHS
01CE10080	Aaron Shaw	Game Mgr Boys' Volleyball	2/15-5/2/2020	ASB	\$ 1,050.00	OPHS
01CE10081	Aaron Shaw	Game Mgr Stunt	2/15-5/2/2020	ASB	\$ 140.00	OPHS
01CE10082	Jackson Hall	Assistant Coach Baseball	1/8-5/2/2020	ASB	\$ 2,000.00	OPHS
01CE10083	David Kinberg	JV Assistant Coach Baseball	1/8-5/2/2020	ASB	\$ 1,500.00	OPHS
01CE10084	Casey Webb	Assistant Coach Track	1/8-5/2/2020	ASB	\$ 500.00	OPHS
01CE10085	Rob Hall	Assistant Coach Softball	1/8-5/2/2020	ASB	\$ 2,000.00	OPHS
01CE10086	Eric Pryor	Assistant Coach Softball	1/8-5/2/2020	ASB	\$ 1,500.00	OPHS
01CE10087	Yegeneh Gorji	OPHS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	OPHS
01CE10088	Robin Midiri	OPHS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	OPHS
01CE10089	Tiffany Johnson	OPHS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	OPHS
01CE10090	Kim Villalpando	OPHS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	OPHS
01CE10091	Brian Winsick	MCMS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	MCMS
01CE10092	Maria Jiminez	MCMS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	MCMS
01CE10093	Kim Sonnabend	MCMS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	MCMS
01CE10094	Carrie Jones	MCMS Co - Teaching Math/Sp Ed	8/6/19-5/22/20	LPSBG	\$ 500.00	MCMS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Site	
01CE10095	David Kinberg	Medical	2/5-2/10/2020	General	OPHS	

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

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**SEPARATION**

Number	Name	Position	Effective Date	Separation	Salary	Site
01CE10096	Stephanie Love	Elementary Teacher	5/22/2020	Retirement		OHES
01CE10097	Barbara Wechter	Technology Teacher	5/22/2020	Retirement		MCMS
01CE10098	Barbara Jones	Elementary Teacher	5/22/2020	Retirement		ROES
01CE10099	Jan Sloane	Elementary Teacher	5/22/2020	Retirement		ROES
01CE10100	Grace McKegan	Elementary Teacher	5/22/2020	Retirement		ROES
01CE10101	Nick Jerrems	Secondary Special Ed	5/22/2020	Resignation		MCMS

Prepared by:  
Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – JANUARY 1 THROUGH JANUARY 31, 2020**

CONSENT

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

**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,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



Includes Purchase Orders dated 01/01/2020 - 01/31/2020				Board Meeting Date February 18, 2020	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>010-4100</b>	<b>Approved Textbooks and Core Cu</b>				
P20-00456	Houghton Mifflin Harcourt c/o American Express	005	OPIS 20/21 GoMath!6th Gr Student & Teacher Ed	010-4100	794.20
P20-00458	Committee For Children	005	DK SEL Program	010-4100	696.05
P20-00459	Barnes And Noble Bookstores	005	2020 Black History Month Books	010-4100	344.66
<b>Total:010-4100 Approved Textbooks and Core Cu</b>					<b>1,834.91</b>
<b>010-4330</b>	<b>Other Materials and Supplies N</b>				
B20-00007	Demco	012	Open PO for Library and School Supplies	010-4330	950.75
B20-00158	Cell Energy Inc Powerline Battery Specialist	004	2019/20 Batteries for M&O	010-4330	700.00
B20-00175	Home Depot	004	2019-2020 Maintenance Supplies and Tools	010-4330	13,000.00
B20-00260	Jared Luke Kira DBA Deo Volente Industries	001	Rocket Team Tshirts/Hoodies for 2019-2020	010-4330	2,500.00
B20-00261	Pacific Plumbing Specialists	004	2019-2020 Plumbing Parts and Supplies	010-4330	1,000.00
P20-00448	Project Lead the Way (PLTW)	013	Oth Suppl/Engineering/CTEIG	010-4330	1,372.80
P20-00460	SHI International	005	Adobe Creative Cloud Subscription	010-4330	1,230.00
P20-00469	SOS Survival Products	004	Fire Blankets & Bleed Kits	010-4330	848.78
P20-00476	Thomson West	001	Education Code Books 2020	010-4330	368.94
P20-00478	Curriculum Associates	000	Test Kits - SpEd	010-4330	781.76
<b>Total:010-4330 Other Materials and Supplies N</b>					<b>22,753.03</b>
<b>010-5200</b>	<b>Travel and Conference</b>				
P20-00435	VCOE	003	Intermediate Excel Training	010-5200	50.00
P20-00447	VCOE	004	VCOE Adobe Class - Julie St Amand	010-5200	50.00
<b>Total:010-5200 Travel and Conference</b>					<b>100.00</b>
<b>010-5300</b>	<b>Dues and Memberships</b>				
P20-00472	Coalition for Adequate Housing	004	Membership Dues 8/1/2019-7/31/2020	010-5300	435.00
<b>Total:010-5300 Dues and Memberships</b>					<b>435.00</b>
<b>010-5600</b>	<b>Rents, Leases, and Repairs</b>				
B20-00129	DCH Thousand Oaks-F,Inc. DCH F ord of Thousand Oaks	004	2019/20 Open PO Ford Vehicle Repair/Maintenance	010-5600	2,019.86
B20-00262	Silver Star Automotive Group	004	2019-20 Chevrolet SUV's Service and Repairs	010-5600	500.00
P20-00409	Thousand Oaks Electric	004	Install electrical amps for hot water @OPHS	010-5600	2,435.00
P20-00441	Omega Construction Company	004	Repair Stairs by Rm 102 per Proposal	010-5600	1,420.00
P20-00442	Sports Facilities Group	004	Safety Repair of Theater Bleachers	010-5600	1,968.89
P20-00445	Sports Facilities Group	004	BBall Key switches/Keys @MCMS	010-5600	437.91
P20-00446	Natural Wonders Trees Inc	004	2019 Fall Tree Maintenance/Removal @several sites	010-5600	5,405.00

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 5

Includes Purchase Orders dated 01/01/2020 - 01/31/2020				Board Meeting Date February 18, 2020	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00454	Interstate Restoration, LLC	004	Water Mitigation at Oak View High School	010-5600	5,000.00
Total:010-5600 Rents, Leases, and Repairs					19,186.66
<b>010-5820</b>	<b>Other Operating Expense</b>				
B20-00224	Sports Facilities Group	004	Annual Safety Inspection/Svs BB Backstops at MCMS	010-5820	1,800.00
B20-00239	Alba-Walker Life Strategies	000	2019/2020 Gender Diversity Training	010-5820	3,000.00
P20-00433	Acorn Press	000	Resident Enrollment Advertising 2020-21	010-5820	1,167.20
P20-00434	Fence Factory	004	Remove & Replace Damaged Back Stop	010-5820	6,437.02
P20-00440	Southwinds Transportation	011	4th grade Civic Arts Plaza field trip	010-5820	1,321.80
P20-00443	Robert W Blattner dba Blattner & Associates	004	Legislative Advisory/Advocacy Svs.	010-5820	9,000.00
P20-00444	Clovis Unified School District	004	CSFC Contribution for Membership 2019/20	010-5820	2,500.00
P20-00450	City Of Ventura Parks & Rec. P RCP Department	011	Olivas Adobe field trip, 1/13/20, K. Gregg	010-5820	330.00
P20-00451	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	011	MOXI Museum trip, 1st grade, 11/14 and 11/21/19	010-5820	3,830.00
P20-00452	Underwood Family Farms,LP	011	1st grade field trip to Underwood Farms	010-5820	2,128.00
P20-00457	Rancho Simi Recreation & Park	002	Special Assessment 7/1/19-6/30/20	010-5820	276.08
P20-00462	Reading Writing Project LLC	005	2019/20 RWW Prof Develop Teachers	010-5820	93,000.00
P20-00463	Yuval Karoly	013	Production-Managerial Arts/Theater/CTEIG	010-5820	750.00
P20-00464	Samuel Hollander c/o Yuval Karoly	013	Production Managerial Arts/Theater/CTEIG	010-5820	750.00
P20-00466	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2006 Series 2013A	010-5820	880.00
P20-00467	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2008 Series 2013B	010-5820	880.00
P20-00468	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2006 Series 2015A	010-5820	800.00
P20-00470	Southwinds Transportation	011	Olivas Adobe trip, K. Gregg, 1/13/20	010-5820	490.60
P20-00471	Southwinds Transportation	012	Disc: Band Transportation	010-5820	3,182.10
P20-00473	Las Virgenes School Dist	000	2019/20 - SpEd - LVUSD DIS Services for OPUSD	010-5820	130,000.00
P20-00474	Corwin Press, Inc	005	MCMS Building Resilience Book	010-5820	74.68
P20-00477	Simi Valley USD	012	DON: Mock Trial Registration Fee	010-5820	250.00
Total:010-5820 Other Operating Expense					262,847.48
<b>010-5900</b>	<b>Telephone and Communications</b>				
B20-00066	Pitney Bowes Global Financial dba Purchase Power	013	Meter Refill/Postage/Supplies	010-5900	3,650.00

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

ESCAPE ONLINE

Page 2 of 5

Includes Purchase Orders dated 01/01/2020 - 01/31/2020				Board Meeting Date February 18, 2020	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00158	Infinity Comm & Consult	004	2019-20 ERate Consulting Svcs. Yr 23 Category 1	010-5900	13,150.00
Total:010-5900 Telephone and Communications					16,800.00
<b>120-4330</b>	<b>Other Materials and Supplies N</b>				
P20-00475	Jared Luke Kira DBA Deo Volent e Industries	028	Shirts & Sweatshirts for Ext. Care Program staff	120-4330	986.21
Total:120-4330 Other Materials and Supplies N					986.21
<b>120-5600</b>	<b>Rents, Leases, and Repairs</b>				
P20-00461	Sub Zero Ice Cream	028	Subzero-Science presentations@BES, ROES, OHES	120-5600	1,099.31
Total:120-5600 Rents, Leases, and Repairs					1,099.31
<b>211-6176</b>	<b>Testing Services</b>				
P20-00439	NV5 West, Inc.	004	Proj 18-21S DSA Testing/Inspct Svcs Mod Class MCMS	211-6176	36,276.00
Total:211-6176 Testing Services					36,276.00
<b>211-6209</b>	<b>Main Construction-Buildings</b>				
P20-00412	Interstate Restoration, LLC	004	Proj 19-29S Extend Conf Room/Copy Room Wall @OHES	211-6209	11,732.03
P20-00436	Thousand Oaks Electric	004	Proj 19-26S Reno Bldg Electrical Oak View HS	211-6209	17,845.00
P20-00437	SBS Corporation	004	Proj 18-21S Construction of MCMS Classroom Mods	211-6209	2,932,430.00
Total:211-6209 Main Construction-Buildings					2,962,007.03
<b>211-6251</b>	<b>DSA/CDE Fees</b>				
P20-00453	DSA-LA Regional Office ATTN; CARLOS ARAUJO	004	Pro 17-47S - DSA Certification Fees Admin Bldg BES	211-6251	10,528.18
Total:211-6251 DSA/CDE Fees					10,528.18
<b>211-6259</b>	<b>Other Costs/Planning/Change Or</b>				
B20-00255	Colbi Technologies, Inc	004	Proj 18-21S PreQual Svcs for Contractors @MCMS	211-6259	4,229.00
Total:211-6259 Other Costs/Planning/Change Or					4,229.00
<b>211-6272</b>	<b>Construction Management Fees</b>				
P20-00465	Balfour Beatty Construction	004	Const Mgmt Services 12/1-12/31/2019	211-6272	10,280.00
Total:211-6272 Construction Management Fees					10,280.00
<b>211-6290</b>	<b>Inspection</b>				
P20-00438	KENCO Construction Srvs Inc	004	Proj 18-21S DSA Inspection Svcs Class Mods MCMS	211-6290	83,200.00
Total:211-6290 Inspection					83,200.00
Total Number of POs				58	
				Total	3,432,562.81

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 5

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

Board Meeting Date February 18, 2020

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	48	323,957.08
120	Child Development Fund	2	2,085.52
211	Measure S Facilities & Tech	8	3,106,520.21
		<b>Total</b>	<b>3,432,562.81</b>

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

ESCAPE ONLINE

Page 4 of 5

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

Board Meeting Date February 18, 2020

## PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
<b>010-5820</b>	<b>Other Operating Expense</b>			
P19-00459	785.00	010-5820	General Fund/Other Operating Expense	.00
<b>Total:010-5820 Other Operating Expense</b>				<b>.00</b>
<b>130-4700</b>	<b>Food Purchases</b>			
FS20-00025	3,003.00	130-4700	Cafeteria Fund/Food Purchases	1,930.50
<b>Total:130-4700 Food Purchases</b>				<b>1,930.50</b>
<b>Total PO Changes</b>				<b>1,930.50</b>

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

[ESCAPE](#) [ONLINE](#)

Page 5 of 5

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Athletic Team(s) Play-Offs?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all spring sports team(s) (Baseball, Girls' Beach Volleyball, Boys' Lacrosse, Girls' Lacrosse, Softball, Stunt, Track, Boys' Golf, Boys' Tennis and Boys' Volleyball) that might qualify for CIF Play-Offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. 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:** Funding source is the ASB Fund and is included in the 2019-2020 budget.

**ALTERNATIVES:**

1. Approve overnight trip for Oak Park High School Spring CIF Play-Offs – Oak Park High School, CA.
2. Do not approve the field trip as presented.

**RECOMMENDATION:** Alternative #1

Prepared by:

Debbie Goodnough, Athletic Secretary, Oak Park High School

Kevin Buchanan, Principal, Oak Park High School

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL ROCKET TEAM TO ATTEND NASA STUDENT LAUNCH INITIATIVE – APRIL 1-5, 2020**

CONSENT

**ISSUE:** Shall the Board of Education approve the Oak Park High School Rocket and Aviation Team to attend the NASA Student Launch Initiative in Huntsville, AL?

**STATEMENT:** The Oak Park High School Rocket and Aviation Team was selected as one of only 20 high schools in the United States to participate in the 2020 NASA Student Launch Initiative. The team has successfully completed and passed three major engineering milestones that will allow them to attend the program at the NASA Marshall Space Flight Center and launch their rocket along with the other high schools and over 40 university teams from around the nation. Their rocket that is still in production will be over 10-feet tall and 6-inches diameter, and will carry an engineering payload designed to livestream the entire flight from a cubesat that will be carried in the rocket to an altitude of 4000 feet. The team is comprised of 9 students. Dr. Knight, and Enoch Kwok will fly to Huntsville, AL on Wednesday, April 1 and the team will return home on Sunday, April 5.

**FISCAL IMPACT:** Families have been asked to contribute \$300 per student to offset some of the travel expenses. The balance of the expenses will be covered by grants from the following sponsors: AeroVironment, Boeing, AeroJet/Rocketdyne, and the Oak Park Education Foundation.

**ALTERNATIVES:** 1. Approve the April 1-5, 2020 out of state trip for Oak Park High School Rocket Team to Huntsville, AL  
2. Do not approve the out of state trip for the Oak Park Rocket Team

**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.	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.1.f. APPROVE OUT OF STATE TRAVEL FOR EMPLOYEES TO ATTEND THE GREEN SCHOOLS CONFERENCE AND EXPO MARCH 2020, PORTLAND OR.**

CONSENT

**ISSUE:** Shall the Board of Education approve out of state travel for employees to attend the Green Schools Conference and Expo?

**BACKGROUND:** According to Board Policy 3350, the Board of Education must approve out of state travel for all employees. OPUSD is proposing to send **Winnie Litten (OPHS) and Kathryn Wilsker (MCMS), Brendan Callahan (DO), Dr. Jay Greenlinger (DO), and Dr. Tony Knight (DO)** to the Green Schools Conference and Expo (March 1-3). Attending this conference will provide teachers and administrators the opportunity to connect with educational, environmental and business leaders to develop teaching and learning practices related to sustainability. This conference is aimed at meeting Board Goals 2, 3 and 5.

**FISCAL IMPACT:** The estimated cost of this conference is: Lodging \$338 + Airfare \$188 + meals \$195= \$716 per person. Funding Source is LCAP Goal 2 and is included in the 2019-2020 adopted budget. The Green Schools National Network is sponsoring the conference registration for Ms. Wilsker and Ms. Litten, as well as the lodging expenses for Mr. Callahan and Dr. Greenlinger.

**ALTERNATIVES:**

1. Approve out of state travel for certificated employees to attend Green Schools Conference and Expo.
2. Do not approve out of state travel for certificated employees to attend Green Schools Conference and Expo.

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent



**BOARD MEETING, FEBRUARY 18, 2020**

**Approve Out of State Travel for the Green Schools National Conference - March 1-3**

**Page 2**

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-29S, EXTEND WALL BETWEEN CONFERENCE ROOM AND COPY ROOM AT OAK HILLS ELEMENTARY SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 19-29S, Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School, contracted with Interstate Restoration?

**BACKGROUND:** On November 19, 2019, the Board of Education authorized the award of a contract for Project 19-29S, Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School, contracted with Interstate Restoration.

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. The Notice of Completion form and a summary of the project follows for the Board's information and review. 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 19-29S, Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School, contracted with Interstate Restoration.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Director 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 November 19, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Interstate Restoration, for Project 19-29S, Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School, on certain real property hereinbefore described: that said building and improvements were actually completed on February 18, 2020; 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)



## Project Status

Budget, Commitments, Expenditures, Construction, Funding

### Oak Hills Elementary School - 19-29S Extend Wall Between Conf/Copy Room (OHES - 19-29S)

#### Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	11,732	-	-
Contingency	-	-	-
<b>Total</b>	<b>11,732</b>	<b>-</b>	<b>-</b>
<b>Budgeted Hard Cost</b>	<b>100.0%</b>		

#### Budget Status

Initial Amount	11,732
Pending Changes	-
<b>Total</b>	<b>11,732</b>
<b>Budgeted Contingency</b>	<b>0.0%</b>

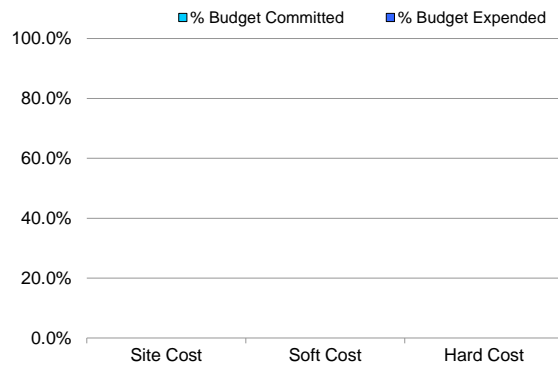
#### Committed Status

No Commitments to report.  
Project is  
budgeted to  
start in FY 19-  
20  
Oct-Nov-Dec.

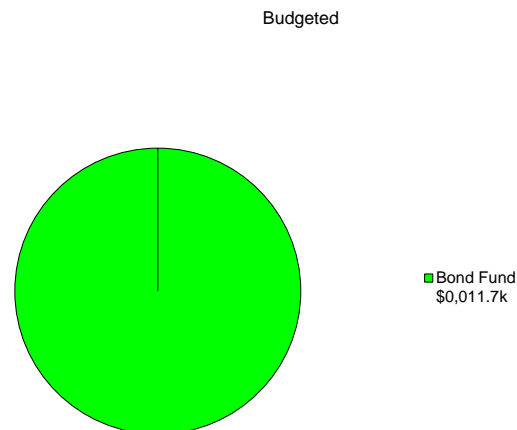
#### Expended Status

No Expenditures to report.

#### Progress



#### Funding Sources



#### Construction Contract Status

No Construction to report.  
Construction  
is budgeted to  
start in FY 19-  
20  
Oct-Nov-Dec.



## Budget Status Report

Budget versus Commitments and Expenditures

### Oak Hills Elementary School - 19-29S Extend Wall Between Conf/Copy Room

Expense Category/Object Code	Budget			Commitments				Expenditures		
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	Total Expenditures	% Budget Spent
<b>C - Construction</b>										
6209 - Main Construction Contractor	11,732		11,732	-		-	0.0%	-	-	0.0%
	<b>11,732</b>		<b>11,732</b>	-		-	<b>0.0%</b>	-	-	<b>0.0%</b>
<b>Totals</b>	<b>11,732</b>		<b>11,732</b>	-		-	<b>0.0%</b>	-	-	<b>0.0%</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.1.h. APPROVE EXPULSION IN ABEYANCE OF STUDENT IN DISCIPLINARY CASE #01-2019/2020**

CONSENT

**ISSUE:** Should the Board of Education expel student in Disciplinary Case #01-2019/2020?

**BACKGROUND:** On January 16, 2020, an Oak Park High School student was in violation of Education Codes 48900(a)(1), 48900(r), 48900(t.4), 48915(b)(2) and the presence of this pupil causes a continuous danger to the physical safety of the pupil or others. As required by Education Code 48915, the principal has recommended expulsion of this student.

A meeting was held with the student and parent on January 21, 2020 to review the incident, the suspension, and the recommendation for expulsion. An agreement was reached with the student and parent for an "Agreement to Hold Enforcement of the Expulsion in Abeyance."

**FISCAL IMPACT:** Not applicable

**ALTERNATIVES:** 1. Expel student in Disciplinary Case #01-2019/2020 from the Oak Park Unified School District effective January 21, 2020.  
2. Do not expel of student in Disciplinary Case #01-2019/2020.

**RECOMMENDATION:** Alternative #1

Prepared by: Kevin Buchanan, Principal Oak Park High School  
Stewart McGugan, Director of Student Support and School Safety

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: FEBRUARY 18, 2020**  
**SUBJECT: B.2.a. DISCUSSION ON GOVERNOR'S JANUARY BUDGET PROPOSAL FOR 2020-21 AND LCAP TIMELINE**

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DISCUSSION/INFORMATION

**ISSUE:** Shall the Board receive and discuss information pertaining to the Governor's January budget proposal and LCAP timeline for the 2020-21 fiscal year?

**BACKGROUND:** As required by law, Governor Gavin Newsom released his proposal for the State's 2020-21 budget on January 15, 2020, including his funding plan for K-12 education. In order to obtain more detailed information regarding the Governor's proposal, District staff attended budget workshops on the Governor's proposal presented by School Services of California. Staff will share information obtained at the workshops with the Board at this evening's meeting and discuss the anticipated impact of the proposal on Oak Park schools in the upcoming budget year.

School districts and County Offices of Education are also required to develop, adopt, and annually update a Local Control and Accountability Plan (LCAP), using a form prescribed by the California State Board of Education (SBE). The LCAP identifies how each individual school district plans to develop and address local priorities, consistent with 8 state-mandated focus areas, and how those priorities are reflected in the district's annual adopted budget.

At this evening's meeting, staff will review the LCAP process and its requirements, and layout the proposed schedule for the development of the District's 2020-21 Local Control and Accountability Plan.

**FISCAL IMPACT:** None. Information and discussion only.

**ALTERNATIVES:** None. Information and discussion only.

**RECOMMENDATION:** N/A

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction  
Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.2.b. APPROVAL OF 2019-2020 SAFE SCHOOL PLANS**

ACTION

**ISSUE:** Shall the Board review and approve the 2019-2020 Safe School Plan for each District school as required by Education Code 35294.2?

**BACKGROUND:** The Oak Park Unified School District must annually review and update its Safe School Plans in order to remain in compliance with EC 35294.2. This year each of the District's schools has updated its plan, providing specific site information to update the District master copy. These updates include staff responsibilities, and procedures to be followed by students and staff in the event of disaster or emergency. EC 35294.2 requires that the revised plans be approved by the Board of Education and be made available for public display each school year. Each site's updated plan and certification of compliance has been completed and may be accessed at the following link: <http://bit.ly/39dkiOA>

As required by Education Code, subsequent to the Board's approval, each school will display its Safe School Plan for public review.

**FISCAL IMPACT:** None; approval of the 2019-2020 Safe School Plans satisfies the statutory requirements of Education Code 35294.2.

**ALTERNATIVES:**

1. Approve the updated Safe School Plans as presented.
2. Do not approve the amended Safe School Plans.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Director, Alternative Education  
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: FEBRUARY 18, 2020**  
**SUBJECT: B.2.c. APPROVE RENEWAL AGREEMENT WITH VCEDNET FOR INTERNET CONNECTIVITY SERVICES**

ACTION

**ISSUE:** Shall the Board approve the renewal agreement with VCEDNET for Internet connectivity services for the period July 1, 2020 through June 30, 2023?

**BACKGROUND:** Oak Park Unified School District has historically contracted with VCEDNET to provide Internet connectivity services for all of its schools and departments. The current contract with VCEDNET expires in June 2020. In response to the District's ERATE Request for Proposals, VCEDNET has proposed to continue providing Internet services at 10Gbps for an annual cost of \$26,300. This was the lowest cost proposal received. A copy of the proposed renewal agreement is attached for the Board's review and information. The agreement will be eligible for two 1-year extensions after June 30, 2023.

**FISCAL IMPACT:** The cost of the proposed service is \$26,300. This does not include the expected 40% ERATE discount. When factoring this, our annual cost is expected to be \$15,780 each year.

**ALTERNATIVES:**

1. Approve the three-year agreement with VCEDNET for Internet connectivity services.
2. Do not approve the agreement.

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

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

## **Complete Bundled Internet Access Service Contract**

This document identifies the terms of a Complete Internet Access Network Service Contract hereinafter referred to as the "contract". This contract is being executed between the **Oak Park School District**, hereinafter referred to as the "LEA" and Ventura County Education Network, hereinafter referred to as "VCEDNET".

VCEDNET Complete Internet Access Service Contract includes the following:

1. **Provide radio and/or fiber links from LEA to VCEDNET**. This includes site surveys, engineering, design, procurement, installation, coordination and configuration of all equipment and or contractors. Register and maintain all necessary FCC microwave licenses (if applicable). Coordinate with all subcontractors and LEA facilities for Customer Premise Equipment (CPE).
2. **Operation/maintenance of network devices** VCEDNET will design, engineer and manage all layer-2 or 3 network devices up to and including the (CPE) at LEA facility. VCEDNET will provide the LEA with a RJ-45 Ethernet or Multi Mode Fiber handoff. VCEDNET is responsible for the following operations:
  - a. monitor the performance of all circuits aforementioned in Section 1.
  - b. report any faults/troubles that are related to the communication circuits.
  - c. configure and manage all layer-2 or 3 network devices Customer Premise Equipment (CPE) at LEA facility (network equipment closet).
3. **Internet Access**- Provide IP address block and routing from LEA to upstream Internet POP, including Domain Name Registration and basic firewall protection. VCEDNET provides a 10-gigabit Tier 1 class pop to the K12HSN as well as multi-gigabit failover link provided by an alternative Tier 1 class carrier.
4. **Effective Date**: This contract is for a three year period beginning July 1, 2020 and ending June 30, 2023. Optional growth and extension clauses are available.
5. **Point of contact calls and e-mails to VCEDNET Service Center** The LEA will designate a **point person(s)** to communicate with VCEDNET Service Center and in turn relay information to their respective staff. VCEDNET Service Center is open between the hours of 8:00 a.m. and 5:00 p.m. M-F. A reasonable expectation for response time, either by phone or e-mail, is 2 hours. A timely resolution to the service request depends on the nature of the problem. *LEA determined **Emergency Requests** will be billed at prevailing VCEDNET rates.*

VENTURA COUNTY  
EDUCATION NETWORK  
VCEDNET

6. **LEA responsibilities:**

- a. Pay an annually invoiced service fee, including leased equipment for Internet Access
- b. Secure an acceptable location at LEA facility which includes:
  - i. Sufficient and accessible electrical power
  - ii. Conduit/path from MPOE (customer minimum point of entry) to an interior MDF/IDF
- c. Provide the connectivity from the IDF to the MDF
  - i. Fiber/Ethernet connection from IDF to MDF
  - ii. A layer-2 switch with fiber/gigabit Ethernet ports

7. **Equipment Ownership** All equipment provided under this contract remains the property Ventura County Education Network.

**Exclusions:**

- Following initial network configuration, any subsequent router or switch configuration changes requested by LEA are not included in this Service Level Contract.
- The terms of this contract do not include LEA internal LAN equipment
- Acts of God are NOT cover by this service. Fire, flood, earthquake, lightning and such are considered AoG.
- Damage or loss to equipment from vandalism or theft.
- LEA will be responsible for any incurred costs due to early termination of circuit or change in MPOE physical location.

**Please circle the service speed that you are requesting.\***

Core Service	Annual Cost	Total Core Service
Internet Access w/ 1 Gb connectivity	\$26,300	
Internet Access w/ 2 Gb connectivity	\$26,300	
Internet Access w/ 3 Gb connectivity	\$26,300	
Internet Access w/ 4 Gb connectivity	\$26,300	
Internet Access w/ 10 Gb connectivity	\$26,300	
<b>Tier 1 ISP connectivity</b>	Connection Speed	

\* Reference "Contract Growth Terms" for conditional upgrade requirements



## Complete Internet Access Network Service Contract

**Contract Growth Terms**-This Complete Internet Access Network Service Contract is by and between VCEDNET and LEA. During the 3-year contract term LEA may opt to increase connectivity speed to amounts listed in this contract only during annual renewal periods and VCEDNET would need to be notified of stated increase in writing with 90 day notification prior to increase cutover.

LEA will be invoiced annually for their portion of e-ratable service. Payments are due net 30 days upon receipt of invoice. Invoices will be sent out typically in September or October of each contract year.

LEA agrees to notify VCedNet prior to any significant changes in hosting of content, applications, or internet dependent device quantity at the district, impacting the bandwidth needs of the site. This notice is intended to ensure that VCedNet has an adequate opportunity to conduct planning and support to meet the needs of the LEA and other customers on the K12HSN node. For example, bandwidth usage consistently exceeding 75% of contracted Internet bandwidth during school hours, will be deemed just cause for increasing to the next level of bandwidth within the growth clause offering.

**Contract Extension Terms**-While this contract is a three year term it may be extended for (two) one year extensions with the same 90 day notification prior to the June 30 deadline.

### Non-Appropriation Clause

"If after the first fiscal year in which a particular Service acquired is installed, universal service (E-rate) discounts are not received to pay for that particular Service in a subsequent fiscal year, then Customer may terminate this contract as it relates to that particular Service as of the last day universal service (E-rate) discounts were received. However, (i) Customer shall be obligated to pay all charges incurred through the "Date of Termination" (ii) Customer shall use its best effort to obtain universal service (E-rate) for this particular Service provided, (iii) Customer agrees not to obtain substantially similar service and or equipment to replace those provided in this contract for a period equal to the remaining term of this contract, (iv) Customer may exercise right to terminate upon delivery to VCEDNET of a 90 day written notice setting forth the reason for such termination and within 30 days following such delivery provide VCEDNET with a legal opinion of counsel from Customer that universal service (E-rate) funds were not available for the acquisition of such Service."

### VCEDNET, TECHNOLOGY SERVICES:

**CUSTOMER:** Oak Park School District

By:   
Authorized Signature

Name: Don Gerkenmeyer

Title: Manager, VCEDNET

Date: 10/22/2019

LEA: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### Point Person Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Service, Support, and Leadership

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.2.d. RATIFY DSA FABRICATION AND INSPECTION SERVICES, MEASURE S PROJECT 18-21S, DSA CERTIFICATION OF CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education approve an agreement with MTGL, Inc. for DSA Fabrication and Inspection services for Project 18-21S, Classroom Replacement at Medea Creek Middle School to be funded from the Measure S bond fund?

**BACKGROUND:** The Division of the State Architect requires that all construction projects submitted for its review and approval must have a DSA Fabrication and Inspection Services during the building of the classrooms. Effective June 1, 2013, these services cannot both be provided by a single firm for the same project. Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School, will require the services of a DSA-approved firm to provide necessary testing and inspection during the fabrication of the classrooms. MTGL, Inc. has submitted the accompanying proposal of estimated costs for this project totaling \$42,864; cost will be incurred only for actual inspection services provided. It is the recommendation of the Facilities and Construction management staff that the Board approve an agreement with MTGL, Inc. for required DSA Fabrication and Inspection services for this project.

**FISCAL IMPACT:** The cost of this mandated service will be funded through the board-approved Measure S project budget.

**ALTERNATIVES:**

1. Approve an agreement with MTGL, Inc. DSA Fabrication and Inspection services for Project 18-21S, Classroom Replacement at Medea Creek Middle School, based on the accompanying proposal for \$42,864.
2. Do not approve an agreement for DSA-required construction testing services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**February 18, 2020 Board of Education Meeting**  
**Approve DSA Fabrication and Inspection services for Project 18-21S,**  
**Classroom Replacement at MCMS**  
**Page 2**

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

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





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Environmental

Central Dispatch (800) 491-2990

Servicing - Los Angeles, Orange, Ventura, San Diego,  
Imperial, Riverside and San Bernardino Counties

## Proposal for Fabrication and Ultrasonic Inspection Services Oak Park USD Medea Creek MS Modular Classroom Project



Presented By:

**Mr. Steven Koch**  
Senior Vice President  
**MTGL, Inc.**

Office: (714) 632-2999 X 2114

Cell: (760) 420-9200

Email: [skoch@mtglinc.com](mailto:skoch@mtglinc.com)

Oak Park Unified School District  
Mr. Adam Rauch  
5301 Conifer Street  
Oak Park, CA 91377

January 24, 2020

P-20-076

**RE: PROPOSAL FOR DSA REQUITRED FABRICATION INSPECTION**

Oak Park USD Medea Creek MS Modular Classroom Project DSA # 03-11962

MTGL is proposing to provide Visual Fabrication and Magnetic Particle Testing & Inspection. Inspections are provided continuously and will be invoiced as a time and materials service with invoices including full back-up for transparency. MTGL's monthly invoice is accompanied by a running total of the contract balance tracking budget and progress from month to month. Authorized signatures are required for each report and MTGL will seek approval for overtime.

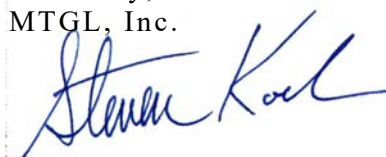
Based on the contract documents, and the requirements of the DSA Form 103 for certification, MTGL fees of **\$ 42,864.00** are based on 9 weeks of welding inspection, and 16 hours of magnetic particle testing. Our fees are inclusive of oversight, equipment for Magnetic Particle testing and final DSA certification.

Inspectors will be using a cloud based, real time reporting system to allow off site monitoring of presence. Real time reports can be obtained anytime throughout the day by our clients. Inspectors will use I-pads, or computers for communications as well as plans and specs for our inspections.

MTGL has been in business since September of 1993 providing fabrication inspection and testing. Bruce Hick is MTGL's supervising engineer and will file all report on DSA Box. Our friendly dispatchers are available Monday-Friday 7AM-4PM with cell service for off hour if necessary.

MTGL is capable of starting within 24 hours after receiving this signed authorization. Our staff will strive to meet your satisfaction and earn this business. During review please contact me at (714) 632-2999 X 2114.

Sincerely,  
MTGL, Inc.



Steven Koch  
Senior Vice President

CLIENT: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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



# List of Required Structural Tests & Special Inspections - 2016 CBC

INCREMENT #

DSA File No.:

56-45

Application No.:

03-119462

Date Submitted:

9/23/2019

Revised:

Revised:

School Name	Medea Creek Middle School	District	Oak Park Unified School District
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**IMPORTANT:** This form is only a summary list of structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on this form are those that will be performed by the Geotechnical Engineer of Record, Laboratory of Record, or Special Inspector. The actual complete test and inspection program must be performed as detailed on the DSA approved documents. The appendix at the bottom of this form identifies work NOT subject to DSA requirements for special inspection or structural testing. The project inspector is responsible for providing inspection of all facets of construction, including but not limited to, special inspections not listed on this form such as structural wood framing, high-load wood diaphragms, cold-formed steel framing, anchorage of non-structural components, etc., per Title 24, Part 2, Chapter 17A.

**NOTE:** This form is also available for projects submitted for review under the 2007, 2010, and 2013 CBC.

**INSTRUCTIONS:** Click a plus sign (+) before any category or subcategory to reveal additional tests and special inspections. A shaded box indicates a test or special inspection that may be required, depending on the scope of the construction and other issues. A shaded box can be clicked indicating your selection of that test. **Note:** A minus (-) on a category or subcategory heading indicates that it can be collapsed. However, any selections you may have made will be cleared. Click on the "COMPILE" button to show only the tests and inspections finally selected. **For more information on use of this form, see DSA-103.INSTR.**

Note: References are to the 2016 edition of the California Building Code (CBC) unless otherwise noted.

REQUIRED	TEST OR SPECIAL INSPECTION	TYPE 1	PERFORMED BY 2	CODE REFERENCE AND NOTES
-	<b>SOILS</b>			
-	<b>1. GENERAL:</b>			Table 1705A.6
X	a. Verify that: • site has been prepared properly prior to placement of controlled fill and/or excavations for foundations, • foundation excavations are extended to proper depth and have reached proper material, and • materials below footings are adequate to achieve the design bearing capacity.	Periodic	GE*	* By geotechnical engineer or his or her qualified representative. (See Appendix for exemptions.)
-	<b>4. CAST-IN-PLACE DEEP FOUNDATIONS (PIERS):</b>			Table 1705A.8
X	a. Inspect drilling operations and maintain complete and accurate records for each pier.	Continuous	GE*	* By geotechnical engineer or his or her qualified representative. (See Appendix for exemptions.)
X	c. Verify pier locations, diameters, plumbness, bell diameters (if applicable), lengths, and embedment into bedrock (if applicable). Record concrete or grout volumes.	Continuous	GE*	* By geotechnical engineer or his or her qualified representative. (See Appendix for exemptions.)
X	d. Confirm adequate end strata bearing capacity.	Continuous	GE*	* By geotechnical engineer or his or her qualified representative. (See Appendix for exemptions.)
X	e. Concrete piers.	Provide tests and inspections per CONCRETE section below.		
-	<b>CONCRETE</b>			Table 1705A.3, ACI 318-14 Sections 26.12 & 26.13
-	<b>7. CAST IN PLACE CONCRETE</b>			
	<b>Material Verification and Testing:</b>			
X	a. Verify use of required design mix.	Periodic	SI*	Table 1705A.3 Item 5, 1910A.1 (1909.2.3*). * To be performed by qualified batch-plant inspector and concrete sampling technician
X	b. Identify, sample, and test reinforcing steel.	Test	LOR	1910A.2 (1909.2.4*); ACI 318-14 Section 26.6.1.2. DSA IR 17-10.16
X	c. During concrete placement, fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.	Test	LOR	Table 1705A.3 Item 6; ACI 318-14 Sections 26.5 & 26.12
X	d. Test concrete (f <sub>c</sub> ).	Test	LOR	1905A.1.16 (1909.3.7*); ACI 318-14 Section 26.12.
	<b>Inspection:</b>			
X	e. Batch plant inspection <input checked="" type="radio"/> Continuous <input type="radio"/> Periodic	See Notes	SI	Default of 'Continuous' per 1705A.3.3; If approved by DSA, batch plant inspection may be reduced to 'Periodic' subject to requirements in Section 1705A.3.3.1 or eliminated per 1705A.3.3.2. (See Appendix for exemptions.)
+	<b>MASONRY</b>			TMS 402-13/ACI 530-13/ASCE 5-13 Table 3.1.3 & TMS 602-13/ACI 530.1-13/ASCE 6-13 Table 5
-	<b>STEEL, ALUMINUM</b>			Table 1705A.2.1, AISC 303-10, AISC 360-10, AISC 341-10, AISC 358-10, AISI S100-07/S2-10
-	<b>17. STRUCTURAL STEEL, COLD-FORMED STEEL, AND ALUMINUM USED FOR STRUCTURAL PURPOSES</b>			
	<b>Material Verification:</b>			
X	a. Verify identification of all materials and: • Mill certificates indicate material properties that comply with requirements, • Material sizes, types and grades comply with requirements.	Periodic	*	2203A.1 (2203.1*), Table 1705A.2.1 Item 3a-3c; AISI S100-07/S2-10 Section A2.1 & A2.2, AISI S200-12 Section A3, AISI S220-11 Section A4. * By special inspector or qualified technician when performed off-site.
X	b. Test unidentified materials	Test	LOR	2203A.1 (2203.1*).
	<b>Inspection:</b>			
X	e. Verify and document steel fabrication per DSA approved construction documents.	Periodic	SI	Not applicable to cold-formed steel light-frame construction, except for trusses (1705A.2.4).
-	<b>19. WELDING:</b>			1705A.2.5, Table 1705A.2.1 Items 4 & 5; DSA IR 17-3, AWS D1.1 and AWS D1.8 for structural steel, AWS D1.2 for Aluminum, AWS D1.3 for cold-formed steel, AWS D1.4 for reinforcing steel. (See Appendix for exemptions.)
	<b>Verification of Materials, Equipment, Welders, etc:</b>			
X	a. Verify weld filler material identification markings per AWS designation listed on the DSA approved documents and the WPS.	Periodic	SI	DSA IR 17-3.
X	b. Verify weld filler material manufacturer's certificate of compliance.	Periodic	SI	DSA IR 17-3.
X	c. Verify WPS, welder qualifications and equipment.	Periodic	SI	DSA IR 17-3.
-	<b>19.1 SHOP WELDING:</b>			
X	a. Inspect groove welds, multi-pass fillet welds, single pass fillet welds > 5/16", plug and slot welds	Continuous	SI	Table 1705A.2.1 Item 5a1-4. Per AISC 360-10 (and AISC 341-10 as applicable). DSA IR 17-3.
X	b. Inspect single-pass fillet welds ≤ 5/16", floor and roof deck welds	Periodic	SI	1705A.2.2, Table 1705A.2.1 Item 5a.5 & 5a.6. Per AISC 360-10 (and AISC 341-10 as applicable). DSA IR 17-3.
-	<b>19.2 FIELD WELDING:</b>			
X	a. Inspect groove welds, multi-pass fillet welds, single pass fillet welds > 5/16", plug and slot welds	Continuous	SI	Table 1705A.2.1 Item 5a1-4. Per AISC 360-10 (and AISC 341-10 as applicable). DSA IR 17-3.
X	b. Inspect single-pass fillet welds ≤ 5/16"	Periodic	SI	Table 1705A.2.1 Item 5a.5. Per AISC 360-10 (and AISC 341-10 as applicable). DSA IR 17-3.
-	<b>WOOD</b>			
-	<b>OTHER</b>			



**Corporate Office:** 2992 E. La Palma Ave., Suite A, Anaheim, CA 92806  
**Orange County** Tel: (714) 632-2999 Fax: (714) 632-2974

**Branch Offices:**  
**San Diego /** 6295 Ferris Square, Ste. C, San Diego, CA 92121  
**Imperial** Tel: (858) 537-3999 Fax: (858) 537-3990  
**Inland Empire** 14667 Meridian Pkwy., Bldg. 2A, Riverside, CA 92518  
Tel: (951) 653-4999 Fax: (951) 653-4666

## **PREVAILING WAGE SCHEDULE OF FEES EFFECTIVE JANUARY 1, 2020**

MTGI, Inc. is a woman-owned, minority-business-enterprise. Our facilities have been structured and professionally staffed to provide our clients with comprehensive services in the field of Construction Inspection and Testing, Geotechnical Engineering, Engineering Geology, and Environmental Services.

<b>GEOTECHNICAL ENGINEERING</b>	Planning and feasibility studies, preliminary and final design, grading and foundation plan reviews, observation, testing, verification and engineering consultation during construction.
<b>CONSTRUCTION INSPECTION</b>	Field inspection by registered deputy inspectors.
<b>ROOFING INSPECTION</b>	Field inspection by qualified technicians.
<b>ENGINEERING INVESTIGATIONS</b>	Evaluation of existing and damaged structures.
<b>PAVEMENT MANAGEMENT</b>	Design, failure investigations, remedial measures.
<b>CONSTRUCTION ENGINEERING</b>	Materials, specifications, quality assurance, expert testimony.
<b>PHYSICAL TESTING</b>	Construction materials, structural systems.
<b>NON-DESTRUCTIVE EXAMINATION</b>	Ultrasonic, magnetic particle, dye penetrant.
<b>RESEARCH</b>	Product and process development, reliability testing.
<b>ENVIRONMENTAL / INDUSTRIAL HYGIENE</b>	Asbestos & lead-paint based consultation, project design, monitoring & management, remediation planning, environmental site assessments, thermographic imaging, indoor air quality testing, mold screening & consultation, water intrusion & investigation.

## CONSTRUCTION SERVICES

### PROFESSIONAL SERVICES

Principal Engineer / Geologist.....	\$ 175.00 Per Hour
Registered Civil Engineer / Geologist.....	\$ 125.00 Per Hour
Staff Engineer / Geologist .....	\$ 95.00 Per Hour
Inspection / Laboratory Supervisor .....	\$ 95.00 Per Hour
Project Manager.....	\$ 80.00 Per Hour
Draftsperson.....	\$ 70.00 Per Hour
Word Processing .....	\$ 55.00 Per Hour
Review of files for processing affidavits and certifications required by various Governmental Agencies .....	\$ 95.00 Per Hour
Legal Consultation, Expert Witness and Court Appearances (Minimum 4 Hours) .....	\$ 325.00 Per Hour

### ENVIRONMENTAL SERVICES

Certified Asbestos Consultant .....	\$ 85.00 Per Hour
Certified Asbestos Inspector.....	\$ 65.00 Per Hour
Certified Asbestos Project Manager .....	\$ 75.00 Per Hour
Certified Asbestos Project Designer.....	\$ 75.00 Per Hour
Certified Site Surveillance Technician.....	\$ 65.00 Per Hour
On-Site 582 Certified Microscopist.....	\$ 65.00 Per Hour
Certified Lead Inspector / Assessor.....	\$ 65.00 Per Hour
Certified Lead Project Monitor.....	\$ 65.00 Per Hour
Certified Industrial Hygienist.....	\$ 180.00 Per Hour
Environmental Site Assessment (Phase I).....	\$ 95.00 Per Hour
Environmental Site Assessment (Phase II).....	\$ 95.00 Per Hour
Industrial Hygienist.....	\$ 100.00 Per Hour
(Prices based on 2 Hour Minimum & Test Samples Additional)	

### PROJECT SERVICES

Special Inspection .....	\$ See Quote
Multi-Certified Inspector .....	\$ See Quote
Batch Plant (Concrete or Asphalt).....	\$ See Quote
Technician - Laboratory and Field .....	\$ See Quote
Soils/Asphalt Technician .....	\$ See Quote
Ultrasonic, Dye Penetrant, or Magnetic Particle, Fabrication Inspection.....	\$ 114.00 Per Hour
Pachometer/ Schmidt Hammer/Elcometer/ Torque .....	\$ See Quote
Pull-Out Test on Embedded Bolts/ Anchors and Dowels .....	\$ See Quote
Concrete, Masonry, Asphalt Coring or Sawing .....	\$ 160.00 Per Hour
Floor Flatness / Levelness (Inc. Equipment).....	\$ 1,200.00 Per Day
Pick-Up and Delivery – Compression Testing.....	\$ 8.00 Each
Emissivity.....	\$ 114.00 Per Hour
Ground Rod Test.....	\$ 85.00 Per Hour

### EQUIPMENT

Skidmore Bolt Cell w/ Torque Wrench.....	\$ 65.00 Per Day
Skidmore-Wilhelm Bolt Cell .....	\$ 40.00 Per Day
Torque Wrench .....	\$ 25.00 Per Day
Air Meter .....	\$ 40.00 Per Day
Pachometer.....	\$ 55.00 Per Day
Schmidt Hammer .....	\$ 40.00 Per Day
Ultrasonic Equipment .....	\$ 50.00 Per Day
Magnetic Particle Equipment .....	\$ 50.00 Per Day
Dye Penetrant Equipment.....	\$ 40.00 Per Day
Jacking Assembly .....	\$ 60.00 Per Day
Nuclear Density Gauge.....	\$ 70.00 Per Day
Mobile Soils Laboratory .....	\$ 50.00 Per Day
Coring Equipment.....	\$ 100.00 Per Day
Emissivity Test Kit .....	\$ 40.00 Each
Ground Rod Equipment.....	\$ 40.00 Per Day

### TESTING MACHINES

Testing Machine with Operator in Laboratory	
0 - 60,000 Pound Machine (Universal).....	\$ 155.00 Per Hour
800,000 Pound Machine (Universal) .....	\$ 250.00 Per Hour

## CONCRETE

### STRENGTH CHARACTERISTICS

#### A.S.T.M.

C39	Concrete Cylinders (6" x 12") (4" x 8"), W/ Mold .....	\$ 27.00 Each
C495	Lightweight Fill Concrete (3" x 6") ...	\$ 27.00 Each
C39	Concrete or Guniting Cores, 6" Maximum Diameter, Including Trim .....	\$ 40.00 Each
C496	Splitting Tensile.....	\$ 65.00 Each
C78	6" x 6" Beams, Modulus of Rupture .....	\$ 65.00 Each
	Handling Charge, Cylinders Not Broken/Hold.....	\$ 10.00 Each
	Handling Charge, Beams Not Broken/Hold.....	\$ 40.00 Each
C469	Modulus of Elasticity .....	\$ 125.00 Each

### MIX DESIGN

#### A.S.T.M.

C192	Laboratory Trial Batch with Slump, and 6 Cylinders, Unit Weight, Air (Sampling Extra) .....	\$ 350.00 Per Pt
	Mix Design, Determination of Proportions .....	\$ 175.00 Each
	Review of Existing Mix Design .....	\$ 225.00 Each

### MISCELLANEOUS TESTING

C567	Unit Weight of Hardened Light Weight Concrete .....	\$ 50.00 Each
C684	Rapid Cure Concrete Cylinders (Boil Method).....	\$ 40.00 Each
C157	Drying Shrinkage (3 Bars - Four Readings, up to 90 Days) .....	\$ 250.00 Set
C495	Lightweight Fill Concrete Density .....	\$ 40.00 Each

## MASONRY

### STRENGTH CHARACTERISTICS

	Mortar Cylinders (2" x 4") w/ mold....	\$ 27.00 Each
C109	Mortar Cubes (2" x 2") w/ mold .....	\$ 27.00 Each
C1019	Grout (3" x 6").....	\$ 27.00 Each
	Handling Charge, Mortar or Grout Not Broken/Hold .....	\$ 10.00 Each
C140	Block Compression ≤ 8" x 8" x 16".....	\$ 45.00 Each
C140	Block Compression > 8" x 8" x 16".....	\$ 55.00 Each
C1314	Grouted Masonry Prism Compression Test ≤ 8" x 8" x 16" ...	\$ 90.00 Each
C1314	Grouted Masonry Prism Compression Test > 8" x 8" x 16" ...	Quotation
	Handling Charge, Grouted Prisms Not Broken/Hold.....	\$ 75.00 Each

### BLOCK

#### A.S.T.M.

C140	Moisture Content and Absorption .....	\$ 60.00 Each
C140	Measurements .....	\$ 35.00 Each
C67	Masonry Efflorescence .....	\$ 45.00 Each
C426	Linear Shrinkage (CMA Method) .....	\$ 125.00 Each
	Rapid Linear Shrinkage (British Modified Method).....	\$ 100.00 Each
	Block Conformance Package .....	Quotation
C952	Bond Strength .....	\$ 50.00 Each
UBC 21.6	Masonry Core - Compression.....	\$ 40.00 Each
UBC 21.6	Masonry Core - Shear.....	\$ 65.00 Eac

## ASPHALT CONCRETE

### GENERAL TESTING

A.S.T.M.

D2172	Bitumen Content .....	\$ 155.00 Each
D5444	Gradation of Extracted Sample .....	\$ 120.00 Each
D1188	Unit Weight - Molded Specimen	

or Cores .....\$ 95.00 Each

D2041	Theoretical Maximum Density .....	\$ 150.00 Each
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CAL TM 304	Compacted Maximum Density -	
D1560/61	HVEEM .....	\$ 150.00 Each

D6926	Compacted Maximum Density -	
	MARSHALL .....	\$ 225.00 Each
	Stripping .....	\$ 100.00 Each

AASHTO

312	Gyratory Scope .....	\$ 350.00 Each
	(Average of 3 Samples)	

AASHTO

324	Hamburg Wheel .....	\$ 750.00 Puck
	(Minimum of 4)	

### MIX DESIGN / CONTROL

A.S.T.M.

CAL TM 336	Mix Design - HVEEM including	
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D1560/61	Aggregate Tests - Per Design .....	\$2,250.00 Each
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D6926/27	Mix Design - MARSHALL including	
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	Aggregate Tests - Per Design .....	\$2,500.00 Each
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CAL TM 336	Field Mix - HVEEM - Stability	
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D1560/61	Per Point .....	\$ 225.00 Each
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D6926	Field Mix - MARSHALL-Stability	
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	Per Point .....	\$ 400.00 Each
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### BASIS OF CHARGES

1. A four-hour minimum will be incurred for all scheduled field services not canceled before 4:00 p.m. of the preceding day. Services will be invoiced as half of full day's inspection.
2. Time and one-half will be charged for any personnel services from 4:00 PM – 6:30 AM and more than eight hours up to and including twelve hours per day. Double time will be charged for over twelve hours in any one day, Saturday and Sunday. Holidays are New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving Day, and Christmas Day and will be assessed at triple time. High priority laboratory testing at the Client's request which requires unscheduled overtime is subject to a 50% increase from the standard rates.
3. Engineering review time will be invoiced at 2 hours per week and weekly report distribution is 1 hour per week.
4. Reimbursable expenses such as parking, air fare, car rental, food and lodging will be charged at cost plus 20%, unless provided. Subsistence on remote jobs by quotation, unless provided.
5. Outside services performed by others and direct costs expended on the Client's behalf are charged at cost plus 20%, unless otherwise noted.
6. Certified Payrolls will be supplied for each billing at \$ 75.00 per pay period.
7. There will be a minimum project set-up fee of \$250 for obtaining plans, specifications, accounting/distribution information and filing of preliminary liens. Invoicing is performed on a monthly basis. Past due account will accumulate interest charges at the rate of 1% per month.
8. Prices are based on current prevailing wage rates through July 1, 2020 at which time the hourly rates will increase \$ 3.00 Per Hour to compensate for annual increases.



**MTGL, Inc. (MTGL)**, is incorporated under the laws of the State of California and has been in business since 1993 providing Geotechnical Engineering, Materials Testing, Special Inspection and Environmental services.

MTGL has extensive experience in providing materials testing, special inspection and laboratory services to numerous municipalities, agencies, school districts and contractors throughout Southern California.

MTGL is a certified as a W/MBE, SBE, DBE, and registered as a public works contractor with the State of California under DIR 1000006646.

Our laboratories are certified by the ISO 17025, Division of the State Architect for Title 24, CCRL, AASHTO/AMRL, the U.S. Army Corps of Engineers, the City of Los Angeles, the City of San Diego, and Caltrans.

**LOCAL FIRM** – MTGL has three (3) offices and Laboratory in the cities of Anaheim, Riverside and San Diego, and one (1) satellite office in El Segundo. We have local staff to assist for short response times when needed. We have well established multi-jurisdictional relationships with key agencies tasked to Public Works projects, which affords seamless project management delivery to our clients.

**EXPERIENCE** – MTGL provides professional services throughout Southern California, including: Geotechnical Services, Batch Plant Inspections, Structural Steel, Masonry, Steel Fabrication, Concrete, Ultrasonic Inspections as well as Laboratory Testing in our approved laboratory. We are currently working on projects that include public works, water and pipeline, schools, hospitals, civil, commercial and industrial projects. With our expert field technicians and inspectors servicing our projects daily, we can able to provide the experienced personnel necessary to service client needs.

**STAFF** – We currently have 55 full-time employees, including highly qualified and experienced Geotechnical Engineers, Materials Engineers, Geologists, Special Inspectors, and Engineering Technicians experienced in performing geotechnical engineering services throughout Southern California. Our project team has over a century of combined experience in providing identical services to other cities and public agencies. MTGL's engineers have a strong presence in the community and have extensive knowledge of the geotechnical framework central to the area.

**FINANCIAL INFORMATION** – With revenue of over \$13 Million per year, MTGL is a financially stable firm.

**INSURANCE** – MTGL can provide and maintain \$10,000,000 an insurance coverage, well above the industry standard, from a licensed insurance company throughout a project contract period and any extension of the contract period.

**Number of Employees:** 55  
**Number of Years in Business:** 26  
**Type of Company:** Corporation  
**Business Status:**  
M/WBE | SBE | DBE | CBE | DIR

**Headquarters:**

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14467 Meridian Parkway, Building 2A  
Riverside, California 92518  
T: 951.653.4999 | F: 951.653.4666

*San Diego*  
6295 Ferris Square, Suite C  
San Diego, California 92121  
T: 858.537.3999 | F: 858.537.3990

**Dispatch:** 800.491.2990



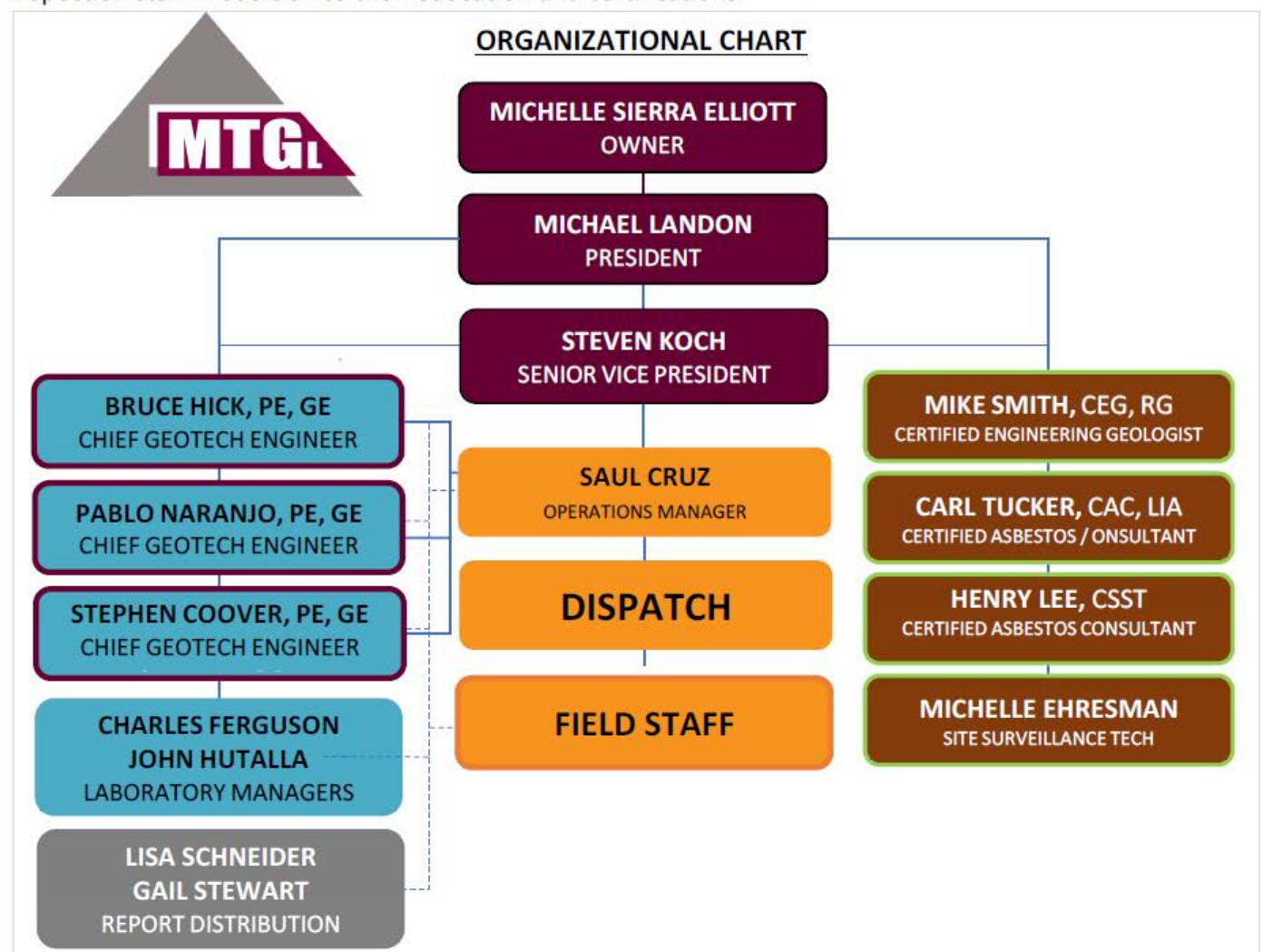
**SAFETY** – MTGL has been providing Materials Testing Services for Public Agencies and Municipalities for more than 26 years. MTGL has a company policy for Annual Driver Safety as well as a requirement for annual certification in Transportation of Nuclear Devices. MTGL has a clear understanding of Safety Compliance on projects and has policies in place that have provided a desirable EMR rating of 0.68. MTGL is also proficient with the labor and reporting responsibilities.

**MATERIALS TESTING CAPABILITIES** – MTGL, as an independent party can validate and verify the compliance of all quality standards and code regulation. MTGL furnishes field, site, and plant inspection at the source for construction materials. We conduct physical testing on materials that are placed during these inspections. Within a team framework, MTGL provides our clients with confidence that is essential for on-call services provided to successfully complete their construction projects on time. Plant inspection personnel that routinely travel to shop locations are certified for Ultrasonic / Magnetic Particle and AWS Visual Inspection.



### PERSONNEL EXPERIENCE/QUALIFICATIONS/ORGANIZATION CHART

MTGL has a qualified, team of Engineers, Geologists, Inspectors, Technicians and Support Staff who can provide adequate coverage to handle virtually any project. The table below lists our key professional and inspection staff in addition to their education and certifications.



TESTING SERVICES ACCEPTED		INSPECTION SERVICES ACCEPTED
<b>Earthwork/Lab</b>	<b>Earthwork/Field</b>	<b>Earthwork</b>
<input checked="" type="checkbox"/> Soil	<input checked="" type="checkbox"/> Soil Compaction	<input checked="" type="checkbox"/> Fill Placement
<input checked="" type="checkbox"/> Aggregate		<input checked="" type="checkbox"/> Foundation
<input checked="" type="checkbox"/> Asphalt Concrete		<input checked="" type="checkbox"/> Caissons/Piles
<b>Reinforcing Steel</b>		<b>Reinforcing Steel</b>
<input checked="" type="checkbox"/> Re-Bar Tension and Bend		<input checked="" type="checkbox"/> Welding
<input type="checkbox"/> Multi-Wire Strand		
<input type="checkbox"/> Chemical Analysis		<b>Concrete</b>
<b>Concrete</b>		<input checked="" type="checkbox"/> Batch Plant
<input checked="" type="checkbox"/> Making / Curing Specimens		<input checked="" type="checkbox"/> Re-Bar and Concrete Sampling
<input checked="" type="checkbox"/> Drilled Cores / Beams		<input checked="" type="checkbox"/> Pre-Stressed Concrete
<input checked="" type="checkbox"/> Compressive Strength		<input type="checkbox"/> Shotcrete
<input checked="" type="checkbox"/> Length Change		<input type="checkbox"/> Fiber Reinforced Concrete
<input checked="" type="checkbox"/> Flexural Strength		<input type="checkbox"/> Epoxy injection
<input checked="" type="checkbox"/> Lightweight Concrete		<input checked="" type="checkbox"/> Reinforced Gypsum
<input checked="" type="checkbox"/> Mix Design Review		<input checked="" type="checkbox"/> Post Installed Anchors
<input checked="" type="checkbox"/> Splitting Tensile		<b>Masonry</b>
<b>Post Installed Anchors</b>		<input checked="" type="checkbox"/> Batch Plant
<input checked="" type="checkbox"/> Torque	<input checked="" type="checkbox"/> Proof Load	<input checked="" type="checkbox"/> Masonry Placement
		<input checked="" type="checkbox"/> Post Installed Anchors
<b>Masonry</b>		<b>Structural Metals</b>
<input checked="" type="checkbox"/> Making / Curing Specimens		<input checked="" type="checkbox"/> Welding
<input checked="" type="checkbox"/> Grout Compressive Strength		<input checked="" type="checkbox"/> High Strength Bolting
<input checked="" type="checkbox"/> Prism Compressive Strength		<input checked="" type="checkbox"/> Spray-Applied Fireproofing
<input checked="" type="checkbox"/> Unit Compr. Strength	<input checked="" type="checkbox"/> Absorption	
<input checked="" type="checkbox"/> Dimensions	<input checked="" type="checkbox"/> Masonry Shear	
<input type="checkbox"/> Drying Shrinkage		<b>Other Inspection Services:</b>
<b>Metals/Lab</b>	<b>Metals/Field-N.D.T</b>	
<b>Structural Steel</b>	<input type="checkbox"/> Liquid Penetrant	
<input checked="" type="checkbox"/> Tension	<input checked="" type="checkbox"/> Magnetic Particle	
<input checked="" type="checkbox"/> Bend	<input checked="" type="checkbox"/> Ultrasonic	
<input checked="" type="checkbox"/> Density of SFRM		
<b>High Strength Bolt</b>	<input type="checkbox"/> Radiographic	
<input type="checkbox"/> Tension		<b>Other Tests:</b>
<input type="checkbox"/> Hardness		
<input type="checkbox"/> Charpy V - Notch		
<b>Roofing</b>		
<input checked="" type="checkbox"/> Tiles	<input type="checkbox"/> Built-Up	

Approved by:  Date: June 20, 2016

Division of the State Architect LEA Acceptance for **MTGL, Inc.**, **LEA# 044** is effective until  
**April 6, 2020.**





MTGLINC-01

AUSTINA

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

8/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0E67768 <b>IOA Insurance Services</b> 4370 La Jolla Village Drive Suite 600 San Diego, CA 92122	<b>CONTACT NAME:</b> Mandy Murphey		
	<b>PHONE</b> (A/C, No, Ext): (619) 400-1990 50200	<b>FAX</b> (A/C, No): (619) 574-6288	
	<b>E-MAIL ADDRESS:</b> Mandy.Murphey@ioausa.com		
<b>INSURED</b>  MTGL, Inc. 2992 E. La Palma Ave., Ste. A Anaheim, CA 92806	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Travelers Property Casualty Company of America		25674
	<b>INSURER B:</b> Travelers Indemnity Company of Connecticut		25682
	<b>INSURER C:</b> Continental Casualty Company		20443
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Cont Liab/Sev of Int  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6802H020984	9/1/2019	9/1/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Deductible	\$ 0
							COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
PROPERTY DAMAGE (Per accident)	\$							
	\$							
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY Comp.: \$1,000 <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY Coll.: \$1,000			BA8319R531	9/1/2019	9/1/2020		
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP4161T475	9/1/2019	9/1/2020	EACH OCCURRENCE	\$ 9,000,000
							AGGREGATE	\$ 9,000,000
								\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			UB7K084400	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Prof Liab/Clims Made Ded.: \$50K Per Claim			MCH591879084 MCH591879084	9/1/2019 9/1/2019	9/1/2020 9/1/2020	Per Claim	5,000,000
							Aggregate	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**PROOF OF INSURANCE****CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

FOR YOUR REFERENCE ONLY

ACORD 25 (2016/03)

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Geotechnical, Materials Testing and Special Inspection Services  
Presented by Steven Koch for: **MTGL, Inc.**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.2.e. RATIFY PURCHASES FOR MEASURE S PROJECT 19-19S, ART COURT PHASE 2 EQUIPMENT AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify purchases for Measure S Project 19-19S, Art Court Phase 2 Equipment at Oak Park High School?

**BACKGROUND:** At its August 20, 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 for this project is \$250,000. As part of the Phase 2 equipment procurement, the following equipment was purchased.

Vendor	Item	Cost
His Glassworks	Bee Metal 4 x 106 Wet Belt Sander	\$3,973.17
Canned Heat	Glass Blowing Bench	\$2,769.00
Denver Glass Machinery	SB-810 Glass Beveler Diamond Version	\$4,765.00
Tractor Supply (Moorpark)	Ingersal Rand 5 HP Industrial Air Compressor	\$1,408.98
Northern Tool & Equipment	Shop Fox Oscillating Benchtop Drill Press	\$460.00
CR Laurence Co.	Glass Drill with Bits Press	\$3,307.00
Canned Heat	Marver Table	\$1,535.63
Ikonics Imaging	Ikonics Sand blaster	\$7,560.00
Home Depot	Table Saw	\$479.46
Ruff n Tuff Tools	Wet Saw package	\$2,665.37
	Total Cost:	\$28,923.61

The purchased equipment in the amount of, \$28,923.61 is within the proposed project budget. To date, the total spent on this project, including these purchases is \$200,384.61, leaving \$49,615.39 remaining in the budget.

**FISCAL IMPACT:** This project is included in the Board-approved Measure S Master Plan and the purchased equipment of \$28,923.61 is within the proposed total project budget of \$250,000.00.

**ALTERNATIVES:**

1. Ratify purchases for Measure S Project 19-19S, Art Court Phase 2 Equipment at Oak Park High School in the amount of \$28,923.61.
2. Do not ratify purchases.

**RECOMMENDATION:** Alternative No. 1

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

**February 18, 2020 Board of Education Meeting**  
**Ratify purchases for Measure S Project 19-19S, Art Court Phase 2**  
**Equipment at Oak Park High School**  
**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	_____	_____	_____	_____

Canned Heat Glass  
2425 SE Ochoco St  
Portland OR 97222  
United States

Oak Park High School  
Ian Fuller  
899 North Kanan Rd.  
Oak Park California 91377

Invoice # 624  
Invoice Date January 13, 2020  
**Balance Due (USD) \$2,769.00**

Task	Time Entry Notes	Rate	Hours	Line Total
shipping	48x48x42 weighs 120 lbs	195.00	1	195.00

Item	Description	Unit Cost	Quantity	Line Total
Glassblowing bench	Beautiful and functional glassblowing bench. 36"long hard wood back rail. Adjustable separate end table. Wood on inside, metal on outside of leg guard.	2,400.00	1	2,400.00
tax	california state tax @ 7.25%	174.00	1	174.00

<b>Total</b>	<b>2,769.00</b>
Amount Paid	0.00
<b>Balance Due (USD)</b>	<b>\$2,769.00</b>

#### Terms

Once purchase order is placed payment is Net 30

Canned Heat Glass  
2425 SE Ochoco St  
Portland OR 97222  
United States

Oak Park High School  
Ian Fuller  
899 North Kanan Rd.  
Oak Park California 91377

Invoice # 623  
Invoice Date January 13, 2020  
**Balance Due (USD) \$1,535.63**

Task	Time Entry Notes	Rate	Hours	Line Total
shipping	48x48x42 pallet weighs 125lbs	195.00	1	195.00

Item	Description	Unit Cost	Quantity	Line Total
marver	24" X 36" X 13/8" Stainless steel top. Blanchard ground to a shiny polish. Height is your preference. (usually 32") on locking caster wheels	1,250.00	1	1,250.00
tax	California state tax @ 7.25%	90.63	1	90.63

<b>Total</b>	<b>1,535.63</b>
Amount Paid	0.00
<b>Balance Due (USD)</b>	<b>\$1,535.63</b>

#### Terms

Once purchase order is placed payment is Net 30.



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Update was successful.

Quantity	Catalog Number	Update Order	Product Description	Check Stock	Product Warning	UM	UM Price	Ext Price
		<a href="#">Add To Cart</a>						
2	<a href="#">AG1</a>	<a href="#">Remove Item</a>	CRL 1" Amazing Glazing Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	47.28	94.56
2	<a href="#">AG112</a>	<a href="#">Remove Item</a>	CRL 1-1/2" AG Series Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	68.82	137.64
2	<a href="#">AG114</a>	<a href="#">Remove Item</a>	CRL 1-1/4" AG Series Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	59.00	118.00
2	<a href="#">AG12</a>	<a href="#">Remove Item</a>	CRL 1/2" Amazing Glazing Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	27.98	55.96
2	<a href="#">AG134</a>	<a href="#">Remove Item</a>	CRL 1-3/4" AG Series Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	82.46	164.92
2	<a href="#">AG14</a>	<a href="#">Remove Item</a>	CRL 1/4" Amazing Glazing Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	27.98	55.96
2	<a href="#">AG2</a>	<a href="#">Remove Item</a>	CRL 2" Amazing Glazing Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	94.24	188.48
2	<a href="#">AG316</a>	<a href="#">Remove Item</a>	CRL 3/16" Amazing Glazing Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	21.62	43.24
2	<a href="#">AG34</a>	<a href="#">Remove Item</a>	CRL 3/4" Amazing Glazing Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	36.37	72.74
2	<a href="#">AG916</a>	<a href="#">Remove Item</a>	CRL 9/16" AG Series Plated Diamond Drill	<a href="#">Check</a>	<a href="#">Read</a>	EA	29.46	58.92
1	<a href="#">AMZ1</a>	<a href="#">Remove Item</a>	CRL 110V AC Production Diamond Glass Drilling Machine	<a href="#">Check</a>	<a href="#">Read</a>	EA	1,938.44	1,938.44

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**Subtotal \$ 2,928.86**

Shipping costs not included. Click [here](#) to view our shipping policies.

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Denver Glass Machinery, Inc.

2800 S. Shoshone St.  
Englewood CO 80110

# QUOTE

Date	Estimate #
1/9/2020	3153

Name / Address
IAN FULLMER OAK PARK HIGH SCHOOL 899 NORTH KANAN ROAD OAK PARK CA 91377

Ship To
IAN FULLMER OAK PARK HIGH SCHOOL 899 NORTH KANAN ROAD OAK PARK CA 91377

				Terms
				Prepay
Item	Description	Qty	Cost	Total
SB-810AE	SB-810 WITH VARIABLE SPEED CONTROL, ALL ELECTROPLATED DIAMOND VERSION	1	4,150.00	4,150.00
SS-34	STAND FOR SB-810	1	400.00	400.00
FREIGHT	FREIGHT CHARGES	1	215.00	215.00
QUOTE	THIS QUOTE IS GOOD FOR 30 DAYS. A 50% DEPOSIT IS REQUIRED TO START THE ORDER WITH THE BALANCE PAID BEFORE SHIPMENT IS MADE. ACCEPTED FORMS OF PAYMENT ARE; CHECKS, VISA OR MASTERCARD. PRODUCTION TIME IS RUNNING 10-12 WEEKS FROM DATE OF DEPOSIT. PRICING IS FOB DENVER. ***NET 30 TERMS WITH P.O. FROM THE SCHOOL***		0.00	0.00
			<b>Total</b>	\$4,765.00

Phone #	Fax #	E-mail	Web Site
303 781 0980	303 781 9067	info@denverglass.com	denverglass.com

Hello IAN FULLMER,

Thank you for your Quote Request from His Glassworks, Inc. To view all details, edit or accept this proposal visit My Quote in your dashboard by logging into your account.

If you have questions about your quote request, you can email us at [support@hisglassworks.com](mailto:support@hisglassworks.com) or call us at (800) 914-7463 . Our hours are 8am–4pm EST.

## Your Quote

### #Q15.000000621-1

(valid until Oct 12, 2019)

Placed on January 9, 2020 at 1:14:09 PM EST

Shipping Method: Shipping - Old Dominion/UPS Ground

Items	Qty	Quoted Price	Row Total
<b>Bee Metal 4 x 106 Wet Belt Sander</b> SKU: GL-4W	1	\$2,740.75	\$2,740.75
<b>Custom item</b> SKU: ZPP	1	\$150.00	\$150.00
<b>Notes</b> CUSTOMS BROKERAGE			



<b>4 Inch x 106 Inch Cork Belt</b>	2	\$26.10	\$52.20
SKU: CORK-1			
<b>4 Inch x 106 Inch 120 Grit Silicon Carbide Belt</b>	2	\$9.23	\$18.46
SKU: SC-120-1			
<b>4 Inch x 106 Inch 320 Grit Silicon Carbide Belt</b>	2	\$9.23	\$18.46
SKU: SC-320-1			
<b>4 Inch x 106 Inch 600 Grit Silicon Carbide Belt</b>	2	\$9.23	\$18.46
SKU: SC-600-1			
<b>4 Inch x 106 Inch 80 Grit Silicon Carbide Belt</b>	2	\$9.86	\$19.72
SKU: SC-80-1			

Subtotal \$3,018.05

Shipping & Handling \$955.12

**Grand Total \$3,973.17**

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Thank you, His Glassworks, Inc!



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Item	How To Get It			Qty	Item Total
	<b>Bosch 15 Amp 10 in. Corded Portable...</b> Model #4100-10	<div><div>✓ Ship To Store Jan. 24–Jan. 29 Thousand Oaks 91320   <a href="#">Change</a> <b>FREE</b></div><div>Ship to Home</div><div>Express Delivery Not Available for this item</div></div>	<div>1</div> <div>\$448.10/Item</div>	\$448.10	
<div><a href="#">Save for Later</a>   <a href="#">Save to Favorites</a>   <a href="#">Remove</a></div>					



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Call 7 days a week - 6 a.m. to 2 a.m. EST

<b>Subtotal</b>	<b>\$448.10</b>
Pick Up In Store	<b>FREE</b>
Sales Tax (determined in later step)	---
<b>Total</b>	<b>\$448<sup>10</sup></b>
<a href="#">Have a promo code?</a>	

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<b>Item Total</b>	\$448.10
<b>Savings</b>	-\$25.00
<b>New Total</b>	<b>\$423.10</b>



**IKONICS IMAGING®**

IKONICS Corporation  
4832 Grand Avenue  
Duluth, MN 55807

**Sales Person:**  
Mike VanOvermeiren

## SALES QUOTE

Quote Total  
**\$6,575.00**

### Bill To

Oak Park High School  
899 North Kanan Road  
Oak Park, CA, 91377  
USA

### Ship To

Oak Park High School  
899 North Kanan Road  
Oak Park, CA, 91377  
USA

### Quote number:

**1279**

### Valid until:

**2020-04-30**

### Payment Terms:

**Advanced Payment**

Quantity	Part Number	Quoted Line Item	List Price	Unit Price	Discount:	Ext. Price
1.00		CRYELITE CRYSTALBLAST ELITE	\$7,395.00	\$7,395.00	\$920.00	\$6,475.00
1.00		SC180 SILICON CARBIDE GRIT 180, 50#	\$125.00	\$125.00	\$25.00	\$100.00
IKONICS will apply 20% off all photoresist film Shipping cost TBD -- estimated cost \$525.00						

Subtotal: \$7,520.00  
Discount: \$945.00

Discounted Subtotal: \$6,575.00  
Tax: \$0.00

**Shipping: \$0.00**  
**Total: \$6,575.00**





### Grand Total

Currency: USD Subtotal: \$7,520.00  
Discount: \$945.00

Discounted Subtotal: \$6,575.00  
Tax: \$0.00



Shipping Provider: **Shipping: \$0.00**  
**Estimated Total: \$6,575.00**



Item Description	Delivery Options	Qty	Price
 <u>SHOP FOX Oscillating Benchtop Drill Press — 13in., 3/4 HP, 120V, Model# W1668</u> Item# 426422	 <b>Factory Shipped</b> Get it Thu, Jan 30 - Mon, Feb 3	<a href="#">Update</a>	<b>\$429.99</b>
<a href="#">Free Shipping</a>			
<a href="#">Remove</a>   <a href="#">Save For Later</a>			
	Replacement Plan with Accidental Damage — 1 Year for \$69.99		
<a href="#">Add to Cart</a>   <a href="#">See Plan Benefits</a>			
 <b>Ship It</b> <a href="#">View Shipping Options</a>			

Product Total \$429.99  
**Order Subtotal \$429.99**

### Recently Viewed Items [\(Remove All\)](#)

 <u>SHOP FOX Oscillating Benchtop Drill Press — 13in., 3/4 HP, 120V, Model# W1668</u> Item# 426422	Factory Shipped — Estimated Delivery: 6 - 8 Business Days	<b>\$429.99</b> <a href="#">Free Shipping</a>
<a href="#">Remove</a>   <a href="#">Item in Cart</a>		
 <u>Ingersoll Rand Type-30 Reciprocating Air Compressor — 5 HP, 80 Gallon, 230 Volt Single Phase, Model# 2340N5-V</u> Item# 1592012A	Factory Shipped — Estimated Delivery: 3 - 5 Business Days	<b>\$1,629.99</b> <a href="#">Free Shipping</a>
<a href="#">Remove</a>   <a href="#">Add to Cart</a>		



RuffNTuffTools.com

1-888-747-8593

15411 W. Waddell Rd. Suite 102, Surprise AZ 85379

**Proforma Invoice** (page 1 of 1)

Jan 10<sup>th</sup>, 2020

**Billing / Shipping Address**

Oak Park High School  
899 Kanan Road  
Oak Park CA 91377

ATTN: Mr. Ian Fullmer

- |                    |   |
|--------------------|---|
| • Payment terms:   | Prepaid - Wire Transfer/ Credit Card or Net 30 O.A.C. |
| • Freight terms:   | FOB Torrance  |
| • Incoterms:       | N/A   |
| • Production Time: | 4-6 weeks to manufacture saw after receipt of payment |
| • Quote validity   | 60 days from date above                               |

Reference: quote for Mr. Ian Fullmer

Qty	Description	Cost/ EA	Extended Price/ USD
1	153243-JCS 10" Tile saw with intergraded stand	\$2075.20	\$2075.20
2	10" MK-315GL-XL Glass cutting diamond blades	\$205.00	\$410.00
Tax: taxable			\$180.17
Freight FREE FREIGHT			\$0.00
Grand Total			\$2665.37

**Bank Details**

Bank of America

Name on receiving acct: ISLANDCUB INTERNATIONAL LLC, DBA: RuffNTuffTools

Originating state of receiving acct: CALIFORNIA

Account Number: 3250 0817 7607

Wire Transfer Routing Number: 026009593

Swift Code: BOFAUS3N

Federal Tax ID# 82-4348405

Sincerely,

Rod Marcelino

RuffNTuffTools

Email: [sales@ruffntufftools.com](mailto:sales@ruffntufftools.com)

888-747-8593 ext 624



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- Order Status
- My Account

Footwear Event

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Ingersoll Rand 80-gal. 5 HP  
Two-Stage Industrial Air  
Compressor



SKU: 3496129  
Subtotal: \$1,199.99

−

1

+

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Moorpark, CA 93021  
  
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[Create a TSC Account](#) or [Sign In](#)

+ Offer Code

Order Summary

Subtotal (1 items)	\$1,199.99
Estimated Delivery ⓘ	\$121.99
Estimated Sales Tax ⓘ	\$87.00
Total	\$1,408.98

Taxes, Delivery Fees, Discounts and Gift Cards will be applied during checkout.

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.2.f. AUTHORIZE MEASURE S PROJECT, 20-03S INNOVATION LAB AT OAK HILLS ELEMENTARY SCHOOL AND APPROVE THE PURCHASE OF NATURAL POD FURNITURE**

ACTION

**ISSUE:** Shall the Board authorize Measure S Project 20-03S, Innovation Lab at Oak Hills Elementary School and Approve the Purchase of Natural Pod Furniture to be funded from the Measure S bond fund?

**BACKGROUND:** At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in that plan is the revisioning of the elementary computer labs into 'Innovation Spaces.' The purpose of these revised spaces is to encourage innovation, creativity, and collaboration. This change requires a shift in teaching practices as well as classroom equipment and furniture. The Oak Hills lab is ready for the first shift in equipment and furniture. The school staff, parents, and district staff have provided input to determine the design of the Innovation Space. The furniture included here will allow for greater collaboration around robotics, engineering, and other hands-on activities.

The Board is respectfully requested to authorize Measure S Project 20-03S, Innovation Lab at Oak Hills Elementary School, establishing a project budget of \$70,000 to be funded from Measure S bond funds and approve the purchase of Natural Pod Furniture \$5,256.91.

**FISCAL IMPACT:** The proposed project will be funded from the Measure S bond fund and is included in the Measure S Plan.

**ALTERNATIVES:**

1. Authorize Measure S Project 20-03S, Innovation Lab at Oak Hills Elementary School with a project budget of \$70,000 and Approve the Purchase of Natural Pod Furniture \$5,256.91 to be funded from the approved project budget.
2. Do not authorize this project.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations  
Jay Greenlinger, Director, Curriculum and Instruction  
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**February 18, 2020 Board of Education Meeting**  
**Authorize Measure S Project 20-03S, Innovation Lab at Oak Hills Elementary School**  
**and Approve the Purchase of Natural Pod Furniture**  
**Page 2**

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

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





Suite 223 - 6540 Hastings St.  
Burnaby, B.C. V5B-4Z5,  
accounting@naturalpod.com  
604-630-1619 ph 866-571-1322 fx

## Invoice

Date 12/16/2019  
Accnt No 1078850427  
Inv.. No. 1078850427  
P.O. No.  
Ship By 1/31/2020  
Project  
Tracking (if app)

### Bill To

Oak Park Unified School District  
District Office  
5801 Conifer St.  
Oak Park, CA 91377  
USA

### Ship To

Oak Park Unified School District  
Oak Hills Elementary School  
1010 Kanan Rd  
Oak Park, CA 91377  
USA

Natural Pod is certified under Ecotrust Canada's FSC® Chain of Custody Group (RA-COC-006693-AG). As such any items manufactured from plywood for Natural Pod according to Natural Pod's designs must also bear FSC® Certification, and accordingly be able to furnish full Chain of Custody documentation thereof. All products are FSC Mix.

Item/SKU	Description	QTY	Rate	Amount
FS-TAB-R-OFFICE	US TAX ID: 95-3158272 Peartree - Rectangular 96"L x 48"W ( FS-TAB-R-OFFICE) with fixed legs and one shelf underneath	1	2,496.00	2,496.00
FS-TAB-C-36	Table Circular 36" Diameter with Adjustable 25-30" Legs	1	643.00	643.00
FS-TAB-C-47	Table Circular 47" Diameter with Adjustable 25-30" Legs	1	643.00	643.00
FS-DRAW	New Product Draw & prototype	1	164.00	164.00
Shipping -Curbside	Sub-total Curbside shipping to front entrance. Natural Pod delivers our flat packed quick to assemble furniture in custom made wooden crates. Ensure you read the instructions on what to expect when your crate arrives, to have a small team available to help unload the crate (if necessary from the carrier's truck) and how to unload your product.  Inside delivery is a separate service and can be arranged at an additional cost.	1	967.00	3,946.00 967.00

**Total**

**USD 4,913.00**

GST/HST No. 860111459

**PRICES VALID FOR 30 DAYS FROM QUOTATION DATE**

For payment by EFT:  
Natural Pod Services Inc.  
Inst. 809 Vancity  
Branch 02730 (100-800 Kelly Rd, Victoria, B.C.)  
Account 210470377

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.2.g. AUTHORIZE MEASURE S PROJECT 20-04S, COLLABORATIVE FURNITURE DISTRICTWIDE FOR 2019-20 SCHOOL YEAR**

ACTION

**ISSUE:** Shall the Board authorize Measure S Project 20-04S, Collaborative Furniture Districtwide to be funded from the Measure S bond fund?

**BACKGROUND:** At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan was the continuation of the bond program focus to purchase classroom furniture that fosters a collaborative learning environment for students. The 2019 Master Plan allocates \$100,000 for this purpose. The Board is respectfully requested to authorize Measure S Project 20-04S, Collaborative Furniture Districtwide for the 2019-20 school year, establishing a project budget of \$100,000 to be funded from Measure S bond funds. The project budget will be allocated amongst all school sites.

**FISCAL IMPACT:** The proposed project will be funded from the Measure S bond fund and is included in the Measure S Plan.

**ALTERNATIVES:**

1. Authorize the Measure S Project 20-04S, Collaborative Furniture Districtwide 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 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: FEBRUARY 18, 2020**  
**SUBJECT: B.2.h. AUTHORIZE MEASURE S PROJECT, 20-05S BASKETBALL COURTS RESURFACING AT OAK PARK HIGH SCHOOL AND AWARD ASSOCIATED CONSTRUCTION CONTRACT**

ACTION

**ISSUE:** Shall the Board authorize Measure S Project 20-05S Basketball Courts Resurfacing at Oak Park High School, and approve a construction contract to Sport Court of Southern California to be funded from the Measure S bond fund?

**BACKGROUND:** The Board approved Measure S Master Plan and in conjunction with the facility committee, site administration, and construction management staff, have identified the need to resurface the basketball courts at Oak Park High School. Staff is recommending the Board authorize project 20-05S and award the contract to Sport Court of Southern California.

Company	Scope of Work	Amount
Sport Court of Southern California	Resurface (3) Basketball Courts	\$20,052.00

**FISCAL IMPACT:** This project is included in the Board-approved Measure S Master Plan. The proposed contract of \$20,052 is an increase \$1,352, compared to the identified amount on the Measure S Master Plan.

**ALTERNATIVES:**

1. Authorize the Measure S Project 20-05S, Oak Park High School Basketball Court Resurfacing and award associated construction contract.
2. Do not authorize and award construction contract.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Director 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	_____	_____	_____	_____



# SPORT COURT.

## Business to Business Construction Contract

Contract # 20-0254

This Contract is Entered into on this day: Feb 3rd, 2020

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](http://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 (3) Basketball 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: 13000 square feet Approximate Dimensions \_\_\_\_\_

**Project and Construction Details**

THREE OUTDOOR BASKETBALL COURTS: Prevailing wage project. High pressure waterblast court surface to remove blistering and peeling coatings. 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.

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" basketball 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.

\$20,052.00

Court / Line Colors TBD

Other Conditions TBD

Total: \$20,052.00

Initialed by:

Buyer \_\_\_\_\_

Contractor \_\_\_\_\_

**ARTICLE 4. TIME OF COMPLETION**

**4.1 Approximate Start Date.** The approximate start date of the project shall be: April 10, 2020

**4.2 Approximate Completion Date.** The approximate completion date of the project shall be: April 19, 2020

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:

**Twenty Thousand and Fifty Two Dollars**

**\$20,052.00**

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>	<b>\$10,026.00</b>
Progress Payment	<u>Upon start of start of work on site</u>	<b>\$7,000.00</b>
Progress Payment	<u></u>	
Progress Payment	<u></u>	
Progress Payment	<u></u>	
Final Payment	<u>Final Progress Payment - Due Upon Substantial Completion*</u>	<b>\$3,026.00</b>

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 liens 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](http://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](http://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: FEBRUARY 18, 2020**  
**SUBJECT: B.2.i. APPROVE ACCEPTANCE OF DONATION**

ACTION

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

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

Site/Program	Gift/Donor	Gift
Oak Park High School – Robotics Team	College of the Canyons	\$3,000

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

Respectfully submitted,

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

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.2.j. APPROVE CUSTOM WEBSITE DESIGN CONTRACT WITH BLACKBOARD INC.**

ACTION

**ISSUE:** Shall the Board approve a custom website design contract with Blackboard Inc. to be paid out of the 2020-21 General Fund budget?

**BACKGROUND:** In the spring of 2016, OPUSD renewed a contract of services with Blackboard Inc. to provide web hosting for all District websites. This contract included redesigned websites using standard design templates. Regular website maintenance is necessary to ensure OPUSD provides its users the best experience possible. Since initially launching the District website in 2016, additional functionality has become available. These custom designed upgrades will allow easier navigation to school websites, improved icons and menus, and overall design appeal. The redesign is meant to enhance the experience of all users.

**FISCAL IMPACT:** The onetime cost for a custom website design is \$18,500, which includes a \$3,000 promotional discount. The initial effective date of the contract is July 1, 2020, which allows this project to be budgeted and expensed out of the General Fund in the 2020-21 Fiscal Year. Additionally, the current annual cost is \$14,905.99 to have Blackboard maintain and host OPUSD's websites. The custom design would increase the annual maintenance and hosting fee by \$975 per year, bring the yearly cost to \$15,880.99.

**ALTERNATIVES:**

1. Approve a custom website design contract with Blackboard Inc. to be paid out of the 2020-21 General Fund budget
2. Do not approve this contract

**RECOMMENDATION:** Alternative No. 1

Prepared by: 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	_____	_____	_____	_____

VOID IF EXECUTED AFTER: February 29, 2020  
CUSTOMER: Oak Park Unified School District

# Blackboard

This Blackboard Order Form ("Order Form") by and between **Blackboard Inc.** ("Blackboard") and **Oak Park Unified School District** ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

## A. Software & Services Product and Pricing Summary

Qty	Product Code	Product or Service	Initial Term Period #1 Effective Dates	Initial Term Period #1 (USD)
1	WCM-CRT-TP-MNT	CREATIVE: TEMPLATE REGULATORY MAINTENANCE	01-Jul-2020 - 30-Jun-2021	\$975.00
1	WCM-CRT-TP-D-R	CREATIVE: DIAMOND CUSTOM TEMPLATE (RESPONSIVE)	01-Feb-2020 - 30-Jun-2021	\$18,500.00
			<b>Total</b>	<b>\$19,475.00</b>

## B. Terms

- The Initial Term of this Order Form shall be as specified in the Product and Services Pricing Summary above.
- Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
- Effective Date: February 01, 2020


**C. Payment Terms**

1. All initial and subsequent payments shall be due Net 30. Unless otherwise stated, all prices are in United States currency.
2. Blackboard shall invoice Customer for the amounts due in respect of the first year of the Initial Term on or about July 01,2020.
3. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

**D. Special Provisions**

Sales Approved: Jay Marranzini	
Initial:	

Customer: Oak Park Unified School District
Signature:
Name:
Title:
Date:

Blackboard Inc.
Signature: 
Name: Bill Jones
Title: Deputy General Counsel
Date: February 10, 2020

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?	
No	
Yes - Please complete below and attach or send PO to <a href="mailto:Operations@blackboard.com">Operations@blackboard.com</a>	
PO Number:	PO Amount:
Attach PO (Optional):	Attach Tax Exemption (Optional):
Invoicing	
Send Invoices via email to:	
1. Name:	Email:
2. Name:	Email:
3. Name:	Email:



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.3.a. REVIEW AND DISCUSS PHYSICAL EDUCATION PROGRAM  
AND 2019 CALIFORNIA PHYSICAL FITNESS DATA**

**INFORMATION/DISCUSSION**

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**ISSUE:** Review and Discuss Physical Education Program and 2019 California Physical Fitness Data?

**BACKGROUND:** The Physical Fitness Test (PFT) is a comprehensive, health related fitness battery of tests given annually to all 5th, 7th, and 9th graders. The test includes 6 fitness areas: Aerobic Capacity, Abdominal Strength and Endurance, Upper Body Strength and Endurance, Trunk Extensor Strength and Flexibility, Body Composition, and Flexibility. The Board will receive an overview of the 2019-20 PFT results for OPUSD students.

Additionally, the Board will receive an update on recent changes to the PE program. Board Goal 4 states that the PE program should be "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." Numerous changes to the program have been made in pursuit of this goal.

**FISCAL IMPACT:** None

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.3.b. APPROVE RESOLUTION #2020-03 OAK PARK EDUCATION  
FOUNDATION TO OFFER A FEE-BASED SUMMER SCHOOL  
PROGRAM FOR 2020**

ACTION

**ISSUE:** To review and approve Resolution #2020-03 approving the continuation of a fee-based summer school program through Oak Park Education Foundation and to accept credits for high school courses taken by students.

**BACKGROUND:** Prior to 2014 funding for summer school programs was a part of the Tier III flexibility funding category. Under the new Local Control Funding Formula (LCFF) plan, the Tier III and categorical hourly programs have been eliminated and replaced with new funding mechanisms. However, the result is the same in that there are no separate funds available for summer programs. In the past, the District has been required to provide programs beyond the normal school year for 1) students who are not meeting standards and are at risk of retention; 2) students who are going to be retained; 3) seniors in need of credits for graduation; 4) students who need to repeat courses required for graduation; 5) eligible special education students in an extended school year setting.

Oak Park Education Foundation is preparing to move forward with this year's program again and seeks the board's approval to offer this program. Since Oak Park Education Foundation is not an accredited educational entity it is necessary for the governing board of the Oak Park Unified School District to approve a resolution that states OPUSD will accept the credits for the courses taught in the high school summer program administered by the Oak Park Education Foundation.

This resolution was first approved in March 2011 and staff endorses the renewal of the resolution at tonight's board meeting.

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve Resolution #2020-03 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.
2. Do not approve Resolution #2020-03 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**February 18, 2020 Board of Education Meeting**  
**Approve Resolution #2020-03 approving the continuation**  
**of a fee-based summer school program through OPEF and**  
**to accept credits for high school courses taken by students.**  
**Page 2**

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT**

**RESOLUTION #2020-03**

**OAK PARK EDUCATION FOUNDATION  
TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM**

Whereas, the Oak Park Unified School District has determined that a district-operated summer school program is not fiscally viable under current state funding levels, and;

Whereas, the Oak Park Education Foundation, a non-accredited institution, has offered to provide summer school services for Oak Park Unified School District students which would benefit the students and the Foundation, and;

Whereas, the Oak Park Unified School District believes that having the Oak Park Education Foundation offer a local summer school program provides another option to help facilitate alternative means for students to complete their prescribed course of study required for high school graduation, and;

Whereas, the Board of Education policy 6146.1 High School Graduation Requirements requires that the board provide alternative means for the completion of prescribed courses in accordance with law;

NOW, THEREFORE, BE IT RESOLVED that the Oak Park Unified School District Board of Education shall accept academic course work offered by the Oak Park Education Foundation as a course for credit toward the Oak Park High School diploma provided the Foundation follows district approved curriculum and utilizes qualified certificated personnel in the delivery of such programs.

PASSED and APPROVED this 18<sup>th</sup> day of February 2020

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
President, Oak Park Unified School District  
Board of Education

Attest:

\_\_\_\_\_  
Clerk, Oak Park Unified School District  
Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.3.c. APPROVE 2018-2019 SCHOOL ACCOUNTABILITY REPORT CARDS**  
**ACTION**

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**ISSUE:** Shall the Board of Education approve the School Accountability Report Cards for 2018-2019?

**BACKGROUND:** In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California's schools with a source of funding. In return, all public schools in California are required annually to prepare SARC's and disseminate them to the public. SARC's are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals.

In the years since the passage of Proposition 98, additional requirements for school accountability reporting and dissemination have been established through legislation. Most SARC requirements are codified in California Education Code 33126 and 33126.1. The 2018-2019 SARC reports are available at this link: <http://bit.ly/2SdCrVD>

**FISCAL IMPACT:** None

**ALTERNATIVES:** 1. Approve the 2018-2019 SARC reports.  
2. Do not approve the SARC reports.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2019**

**SUBJECT: B.3.d. APPROVE NATIONAL ASSOCIATION FOR NATIONAL COLLEGE  
ADMISSION COUNSELING MEMBERSHIP FOR OAK PARK  
HIGH SCHOOL**

**ACTION**

**ISSUE:** Shall the Board approve the National College Admission Counseling (NACAC) Membership for Oak Park High School?

**BACKGROUND:** The OPHS College & Career Center is requesting approval for membership with the (NACAC). NACAC provides knowledge, networking and ethical standards for college admission professionals. This membership would directly support staff working towards OPUSD Goal 1, specifically related to Challenge Success and the High School Task Force. This membership will support students and parents before and during the college application process.

**FISCAL IMPACT:** The estimated cost of the membership would be \$515 to include OPHS, OPIS and Oakview High School (each school receives one (1) designated employee membership, additional members are \$80 each) and is included in the 2019-2020 adopted budget.

**ALTERNATIVES:**

1. Approve the National College Admission Counseling (NACAC) Membership for Oak Park High School?
2. Do not approve the National College Admission Counseling (NACAC) Membership for Oak Park High School?

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

---

Anthony W. Knight Ed.D.,  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2020**

**SUBJECT: B.3.e. APPROVE ADDITIONAL INSTRUCTION MATERIAL FOR THE CONSUMER MATH CLASS AT OAK VIEW HIGH SCHOOL**

ACTION

**ISSUE:** Shall Oak View High School add a new material titled "*Why Didn't They Teach Me This in School*" to its Consumer Math curriculum?

**BACKGROUND:** Consumer Math prepares students for their financial lives and is the 3rd year of math offered at Oak View High School. Through project-based learning, students cover aspects of personal finance including but not limited to budgeting, banking, investing, credit, housing, insurance, and shopping. A description of the proposed instructional materials is provided for the Board's reference. This course is being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting this textbook to the board at their February 3, 2020 meeting.

**FISCAL IMPACT:** The estimated cost of a class set is \$265. Funding source is the LCAP Goal 1.2 and is included in the 2019-20 adopted budget.

**ALTERNATIVES:**

1. Approve the request for an additional material at Oak View High School.
2. Do not approve the request for an additional material at Oak View High School

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

---

Anthony W. Knight Ed.D.,  
Superintendent

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

---

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



Proposed Book: *Why Didn't They Teach Me This In School?: 99 Personal Money Management Principles to Live By*

This book would be used in my Consumer Math class. This class prepares students for their financial lives and is the 3rd year of math offered at Oak View High School (after algebra and geometry). Through project-based learning, students cover aspects of personal finance including but not limited to: budgeting, banking, investing, credit, housing, insurance, and shopping.

Our excellent text book focuses on the math of personal finance, not the thinking, planning, and preparation behind it. The proposed book supports all of the above topics. and will also support students in the critical thinking aspects of personal finance.

Read More about the book here - <https://amzn.to/2usIE8f>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.4.a. APPROVE RESOLUTION #2020-04 RELEASE TEMPORARY CERTIFICATED EMPLOYEES**

ACTION

**ISSUE:** Should the Board of Education approve Resolution #2020-04 to Release Temporary Certificated Employees?

**BACKGROUND:** In considering needs for the 2019-2020 school year, it has been determined that, at this time, staffing must be reduced. In order to comply with Education Code Section 44955 temporary employees must be released pursuant to Education Code Section 44954. The Resolution authorizes staff to proceed with the release process for employees on temporary contracts.

**FISCAL IMPACT:** None; approval of this resolution ensures compliance with the requirements of Education Code Section 44954.

**ALTERNATIVES:** 1. Approve Resolution #2020-04 Release Temporary Certificated Employees  
2. Do not approve Resolution #2020-04 Release Temporary Certificated Employees

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted,

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

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

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

**BEFORE THE BOARD OF EDUCATION OF THE  
OAK PARK UNIFIED SCHOOL DISTRICT  
COUNTY OF VENTURA, STATE OF CALIFORNIA**

**RESOLUTION NO. #2020-04**

**RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM  
EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

**WHEREAS**, Education Code section 44954 authorizes the Governing Board to give notice before the end of the school year to any temporary certificated employee who will serve at least 75 percent of the number of days the regular schools of the district are maintained of the Governing Board's decision not to reelect the employee for the next succeeding school year; and

**WHEREAS**, the employees whose names are listed on the attached Exhibit A are temporary certificated employees who have been employed during the 2019-2020 school year; and

**WHEREAS**, the Board has received a recommendation from the District Superintendent or the Superintendent's designee not to reelect the employees whose names are listed on Exhibit A; and

**WHEREAS**, the Board has discussed the recommendation made by the District Superintendent and concurs in that recommendation;

**THEREFORE, BE IT RESOLVED** that the Governing Board of the Oak Park Unified School District hereby authorizes the District Superintendent or the Superintendent's designee to notify the employees named on Exhibit A of this Board's decision not to reelect them for the 2020-21 school year in accordance with the requirements of Education Code section 44954. The District Superintendent or the Superintendent's designee is further authorized to take any other actions necessary to consummate the intent of this Resolution.

**THE FOREGOING RESOLUTION** was adopted at a regular meeting of the  
Governing Board of the Oak Park Unified School District held this 18th day of February, 2020,  
by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President Board of Education of the  
Oak Park Unified School District

I, Drew Hazelton, Clerk of the Board of Education of the Oak Park Unified School District, do  
certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board  
of Education at its regular meeting held on February 18, 2020.

\_\_\_\_\_  
Clerk, Board of Education of the  
Oak Park Unified School District

**ATTACHMENT A**

**RESOLUTION #2020-04 REGARDING NON-REELECTION AND RELEASE  
FROM EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

#1 to #11

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.4.b. APPROVE RESOLUTION # 2020-05 REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICE**

ACTION

**ISSUE:** Should the Board of Education approve Resolution #2020-05 Reducing or Discontinuing Particular Kinds of Service?

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

**FISCAL IMPACT:** None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

**ALTERNATIVES:** 1. Approve Resolution #2020-05 Reducing or Discontinuing Particular Kinds of Service?  
2. Do not approve Resolution #2020-05 Reducing or Discontinuing Particular Kinds of Service?

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted,

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION OF INTENTION TO REDUCE PARTICULAR KINDS OF SERVICES AND  
RELEASE CERTIFICATED EMPLOYEES

Resolution Number: #2020-05

WHEREAS, the Governing Board of the Oak Park Unified School District (“District”) has determined that it shall be necessary to reduce or discontinue the particular kinds of services of the District as itemized in Exhibit “A” at the close of the current school year; and

WHEREAS, it shall be necessary at the end of the 2019-2020 school year to terminate the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of services;

THEREFORE, BE IT RESOLVED that the Superintendent is directed to send appropriate notices to all employees whose services shall be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon temporary or categorically funded project certificated employees in addition to those specifically granted to them by statute;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach under single subject credentials. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving under a single subject credential, the certificated employee must have served the District for one complete school year in the last five school years teaching under a single subject credential in the same subject area taught by the less senior certificated employee. Service during the 2019-2020 school year shall constitute one year of service to this criteria; and

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach elementary education. Thus, in order for a certificated employee to displace a less senior employee currently serving as an elementary teacher, the certificated employee must have served the District for one complete school year in the last five school years as an elementary teacher responsible for developing and delivering instruction to elementary aged students in English-language arts, mathematics, science, social studies, and physical education. Service during the 2019-2020 school year shall constitute one year of service relative to this criteria;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach in a traditional classroom. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving in a traditional classroom setting, the certificated employee must have served the District for one complete school year in the last five school years in a traditional classroom position. Service during the 2019-2020 school year shall constitute one year of service to this criteria.



Adopted by the Governing Board of the Oak Park Unified School District this 18th day of February, 2020.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board of the  
Oak Park Unified School District

I, Drew Hazelton, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 18, 2020.

\_\_\_\_\_  
Clerk, Governing Board of the  
Oak Park Unified School District

## **EXHIBIT A**

### **Recommended Reductions in 2020-2021 programs/services**

The Superintendent recommends that the governing Board adopt a resolution to reduce the programs and services for 2020-2021 school year as follows:

<u>Services</u>	<u>Number of FTE Positions</u>
Middle School Technology	0.2
Middle School Spanish	0.4
Middle School Counselor	1.0
Independent Study	1.4
Technology TOSA	0.5
Total Full Time Equivalent Reductions:	3.5 FTE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.4.c. APPROVE RESOLUTION #2020-06 - DETERMINATION OF SENIORITY AMOUNG EMPLOYEES WITH THE SAME SENIORITY DATE ("TIE BREAKER RESOLUTION")**

ACTION

**ISSUE:** Should the Board of Education approve Resolution #2020-06 Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution")?

**BACKGROUND:** In order to determine seniority among employees with the same first day of paid service in a probationary position, the attached resolution has been prepared by staff and legal counsel to determine the seniority of certificated staff having the same first day of paid service in a probationary position with the district.

**FISCAL IMPACT:** None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

**ALTERNATIVES:** 1. Approve Resolution #2020-06 - Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution").  
2. Do not approve Resolution #2020-06 - Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution").

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted,

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

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

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

**BEFORE THE GOVERNING BOARD OF THE  
OAK PARK UNIFIED SCHOOL DISTRICT  
COUNTY OF VENTURA, STATE OF CALIFORNIA**

**RESOLUTION NO. 2020-06**

**DETERMINATION OF SENIORITY AMONG CERTIFICATED EMPLOYEES WITH THE SAME  
SENIORITY DATE (“Tie-Breaker Resolution”)**

**WHEREAS**, pursuant to Education Code Section 44955, the Board is required, as between employees who first rendered paid service to the District on the same date, to determine the order of termination solely on the basis of the needs of the District and its students; and

**WHEREAS**, Education Code Section 44955 requires that upon the request of any employee whose order of termination is determined as stated above, the governing board shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees in the group.

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

1. That this Board determines that the needs of the District and the students of this District are best served by resolving seniority ties within the meaning of Education Code Sections 44955, subdivision (b) (third paragraph) and Section 44846, by applying the criteria set forth in paragraphs 4 through 20 below;
2. That as between employees who first rendered paid service to the district in a probationary position on the same date, the order of termination of said employees shall be determined by reference to the criteria which follow and the application thereof to each employee;
3. That the criteria set forth in paragraphs 4 through 20 below are listed in priority order and each criterion shall be used only if the preceding criteria do not delineate the order of termination;
4. As between certificated employees possessing the same seniority date as defined in Education Code Section 44845, and who possess a clear professional, standard, or general teaching credential, as opposed to employee's possessing only a preliminary credential, intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential, the employees possessing a clear professional, standard, or general teaching credential, will be regarded as having greater seniority for purposes of determining seniority order;
5. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees only possessing a preliminary credential will be regarded as having greater seniority for purposes of determining seniority order than employees possessing only an intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
6. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only an intern credential, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
7. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a short-term staff permit (STSP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;

8. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a Provisional Intern Permit (PIP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a waiver, or a designated subject career technical education credential;
9. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a waiver, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a designated subject career technical education credential;
10. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing a designated subject career technical education credential, will be ranked lower than employees possessing the credential documents set forth in paragraphs 4 through 9;
11. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing the appropriate English Language (EL) authorization to teach English Language Learners will be regarded as having greater seniority for purposes of determining seniority order than certificated employees not having certification/authorization to teach English Language Learners;
12. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing multiple subject matter authorizations and supplemental authorization on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only multiple subject matter authorizations (ranked by number of subject matter authorizations). Similarly, certificated employees possessing multiple authorizations on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only single authorization credentials and multiple supplemental authorizations. Similarly, certificated employees possessing single authorization credentials and multiple supplemental authorizations will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorizations. Similarly, certificated employees possessing a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization on credentials.
13. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with the following subject matter authorizations, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
  - (a) Speech and Language
  - (b) Special Education with mild to moderate and moderate to severe authorizations
  - (c) Special Education with mild to moderate authorization
  - (d) Special Education with moderate to severe authorization
  - (e) Mathematics
  - (f) Chemistry
  - (g) Physics
  - (h) Geosciences
  - (i) Biological sciences
  - (j) Foreign Languages
  - (k) Fine Arts
  - (l) English
  - (m) Social Sciences/Social Studies
  - (n) History
  - (o) Business/Computer Education
  - (p) Multiple Subjects
  - (q) Physical Education
  - (r) Designated Subjects Vocational Education
  - (s) Pupil Personnel Services - Counseling

- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

14. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date, then certificated employees will be ranked by verified years of certificated employee experience as determined by actual step placement on the District Certificated Salary Schedule(s) starting with the greatest number of years to the least number of years.
15. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with a Ph.D. /Ed.D from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a master's degree from an accredited institution of higher education. Similarly, employees with a master's degree from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing two bachelor's degrees. Similarly, employees with two bachelor's degrees from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority than employees possessing a single bachelor's degree from an accredited institution of higher education.
16. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with double majors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and two minors on their transcripts from accredited institutions of higher education. Similarly, employees with a single major and two minors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and single minor on their transcripts from an accredited institution of higher education. Similarly, employees with a single major and single minor on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major on their transcripts from an accredited institution of higher education.
17. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education starting with the greatest number of credits to the least number of credits.
18. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education after earning a bachelor's degree starting with the greatest number of credits to the least number of credits.
19. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with demonstrated experience supervising or being responsible for school sponsored extracurricular activities will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having no experience supervising school sponsored extracurricular activities.
20. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then certificated employees with undergraduate majors in the following subject matter areas, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
  - (a) Speech and Language
  - (b) Special Education with mild to moderate and moderate to severe authorizations
  - (c) Special Education with mild to moderate authorization
  - (d) Special Education with moderate to severe authorization
  - (e) Mathematics
  - (f) Chemistry

- (g) Physics
- (h) Geosciences
- (i) Biological sciences
- (j) Foreign Languages
- (k) Fine Arts
- (l) English
- (m) Social Sciences/Social Studies
- (n) History
- (o) Business/Computer Education
- (p) Multiple Subjects
- (q) Physical Education
- (r) Designated Subjects Vocational Education
- (s) Pupil Personnel Services - Counseling
- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 18<sup>h</sup> day of February, 2020 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board of the  
Oak Park Unified School District

I, Drew Hazelton, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 18, 2020.

\_\_\_\_\_  
Clerk, Governing Board of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: B.5.a. APPROVE 2020 CSBA DELEGATE ASSEMBLY ELECTION OF CANDIDATES**

ACTION

**ISSUE:** Shall the Board of Education elect two representatives to CSBA's Delegate Assembly?

**STATEMENT:** There are four vacancies for the 2020 Delegate Assembly Ballot Region/Subregion 11B and there are six candidates as follows. OPUSD may vote for four of the six candidates on one ballot and it must be returned to CSBA postmarked on or before March 16, 2020. Voting instructions, ballot, and biographical sketches for each of the candidates are attached.

Matthew Almaraz (Ventura USD)  
Scott Blough (Simi Valley USD)  
Darlene Bruno (Hueneme ESD)\*  
Efrain Cazares (Ocean View SD)\*  
Debra Cordes (Oxnard SD)  
Jenny Fitzgerald (Conejo Valley USD)  
\*denotes incumbent

The names of newly elected delegates will be published and disseminated to the membership by April 1.

**ACTION:** Move to cast our vote for \_\_\_\_\_, \_\_\_\_\_, for \_\_\_\_\_, and \_\_\_\_\_ as representatives to the CSBA Delegate Assembly for Region/Subregion 11B.

**FISCAL IMPACT:** None

Respectfully submitted,

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

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

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





California School Boards Association

***REQUIRES BOARD ACTION***

**Due: Mon. Mar. 16—return ballot in enclosed envelope**

January 31, 2020

**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards  
From: Xilonin Cruz-Gonzalez, CSBA President  
Re: 2020 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 16**

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Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 16, 2020. No exceptions.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2020 – March 31, 2022. The next meeting of the Delegate Assembly takes place on Saturday, May 16 and Sunday, May 17 at the Hyatt Regency in Sacramento. The names of all Delegates will be available on CSBA's website no later than Wednesday, April 1. Please do not hesitate to contact CSBA's Executive Office at (800) 266-3382 should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper  
List of all current Delegates on reverse side of ballot  
Candidate(s)' required Biographical Sketch Forms and resumes, if provided  
CSBA-addressed envelope to send back ballots

## Delegate Assembly Biographical Sketch Form for 2020 election

***DUE: Tuesday, January 7, 2020 – no late submissions accepted***

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

***Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.***

**Signature:** Matthew Almaraz

**Date:** 01/03/2020

Name: Matthew Paul Almaraz

CSBA Region & subregion #: 11-B

District or COE: Ventura Unified School District

Years on board: 2

Profession: Management Contact Number (please v ☒ Cell ☒ Home ☒ Bus.): 805-340-0219

\*Primary E-mail: matt.almaraz@venturausd.org

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☒ Yes ☒ No | If yes, year you became Delegate: N/A

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

As I just finished up my second CSBA Annual Education Conference as one of the youngest Board Member Trustees in our Boards history. I witnessed that our work is never done. We need every voice to get involve to advocate for each of our students. We need to work with our state government to demand that education be far more important then it is today. We need to make a difference . Today our schools are asked to do more with less. I am a community volunteer that sees tremendous opportunities and successes when voices are heard and road blocks are moved.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I visit many school events as possible. Its truly rewarding seeing the bright light of learning sparkle in a child's eye. I am also very involved in my community . I am a volunteer at my church which I have been a part of the family for 42 years. I last year participated in my first legislative day with CSBA and met with my local Senator and Assemblyperson. It was a much rewarding day with some of my fellow county school board members. I'm in my 23 year of voluteering with the American Youth Soccer Association where I coach and ref at least over 60 games a year.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

I see challenges with boards when they do not communicate and listen well with each other. They are limited to the amount of communication due to the Brown Act, so when they have the opportunity to actually speak as a group they don't allow each one to speak. I'm lucky to have a board that works very well with each other and work as a team with the Superintendent. We have benefited by using many trainings offered thru CSBA to be a very productive team.

*Submit biographical sketch form only once, do not send multiple times. E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA Exec. Office | Attn: DA Elections | 3251 Beacon Blvd., West Sacto, CA 95691 by the deadline: Tues. Jan. 7, 2020.*

## Delegate Assembly Biographical Sketch Form for 2020 election

**DUE: Tuesday, January 7, 2020 – no late submissions accepted**

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

*Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.*

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

Name: Scott Blough CSBA Region & subregion #: \_\_\_\_\_  
District or COE: Simi Valley Unified School District Years on board: 5  
Profession: Bank Vice President Contact Number (please check ☐ Cell ☒ Home ☐ Bus.): (805) 558-2380  
\*Primary E-mail: \_\_\_\_\_  
(\*Communications from CSBA will be sent to primary email)  
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: \_\_\_\_\_

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

*I am interested in expanding my efforts to advocate for students in public schools. As a 5 year board member, I have served as President & Clerk of our board. I have worked directly on budgets, school bonds, school safety, ed tech, special ed, school closure and repurposing and many other topics.*

Please describe your activities and involvement on your local board, community, and/or CSBA.

*I have been active as a board member in a school closure/repurposing effort, hiring a Superintendent, and managing a major ed tech initiative. In addition, I've been active in*

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

*I am very interested in using the State's purchasing Scale to assist districts in reducing expenses. I am also interested in increasing funding to improve counselor to student ratios. In addition, I believe a lot of work needs to go into improving math instruction.*

## Delegate Assembly Biographical Sketch Form for 2020 election

**DUE: Tuesday, January 7, 2020 – no late submissions accepted**

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Darlene A. Bruno

Date: 1/6/20

Name: Darlene A. Bruno

CSBA Region & subregion #: 11B

District or COE: Hueneme Elementary

Years on board: 27

Profession: Retired Contact Number (please v ☐ Cell ☒ Home ☐ Bus.): 805 312 4185

\*Primary E-mail: dbruno@hueneme.org

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☐ Yes ☐ No | If yes, year you became Delegate: \_\_\_\_\_

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

At CSBA this year, I saw a quote from Malcolm X - "Education is the passport to the future" - so simple, but so true. As board members, I believe it is our job to give every child the best possible education suited to them. We need to make education in California equitable, meaningful, and exciting for all our students. I want to promote communication between all colleagues across the state to bring resources, collaboration, and full and fair funding to all our schools and students. Districts need training, resources, and funding to meet student needs.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

During my 27 years on the board, I have completed the Masters in Boardmanship program and the Masters in Governance program, as well as attending all the annual education conferences. Prior to this, I was on the Delegate Assembly for 12 years. I became extremely involved in PTA before becoming a board member, serving as President at the school in my district, as well as Council President. I was involved in my community through a program called Harbor Days that ran for over 50 years. I served on the CSBA nominating committee and on the VCSBA Executive Committee.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

I feel the critical issue facing California schools is full and fair funding. As school board members, we need to show a strong and consistent voice to the State Legislators. Students come to us with social emotional issues, homelessness, special ed needs, stress/anxiety. We need the funding to help all students. The growing STRS/PERS contribution is hurting our ability to get the funding directly to the classroom. With one voice, we can achieve more for our students in California.



## Delegate Assembly Biographical Sketch Form for 2020 election

**DUE: Tuesday, January 7, 2020 – no late submissions accepted**

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

**Signature:** Efrain D. Cazares

**Date:** 11/25/2019

**Name:** Efrain D. Cazares

**CSBA Region & subregion #:** 11/B

**District or COE:** Ocean View School District

**Years on board:** 3 years

**Profession:** Computer Systems Admin **Contact Number (please v** ☒ **Cell** ☒ **Home** ☒ **Bus.):** (805)625-3233

**\*Primary E-mail:** ecazares@oceanviewsd.org

(\*Communications from CSBA will be sent to primary email)

**Are you an incumbent Delegate?** ☒ **Yes** ☒ **No** | **If yes, year you became Delegate:** 2019

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I am interested and committed to work with our districts, county office of ed, the Board of Directors, and the Executive Committee, to make sure that the association reflects the interests of school districts and county offices of education around the state. I am looking forward to work altogether as well as forming alliances with other organizations to support and protect the interest of public education in CA. I am trained and certified Steward with California School Employees Association, 8 years of experience on the Resolutions Committee; have served as Regional Representative, Area/Region Communications Officer for number of years, and Graduate from Organizing Institute(CSEA). Received an Excellence in Customer Service Diploma from University of Sears(Chicago, IL), and served as National AFL-CIO Delegate.

I am Team player, respectful, friendly and transparent person, good listener and always willing to learn!

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I had been involved in my district(OVSD) for more than 15 years; Before I was elected to the Governing Board, I served as parent volunteer on many different capacities: I've been member and president of School Site Council, ELAC & DELAC committees, garden committee, annual Jog-A-Thon and other educational and sports activities, as well as Parent Faculty Organization(PFO)fundraisings, etc. I also served on the Citizens Bond Oversight Committee for number of years, and Ocean View Jr. High marching band booster's group. I am certified facilitator for the Parent Project Company and developing parenting classes for parents with kids' serious behavior issues; drugs, alcohol and gang involvement problems. I am past president for my church's Pastoral Council, currently serving as Vice-President for CSEA Oxnard chapter 272; I am member of the Knights of Columbus Assembly 3415 and Council 12805. CSBA Masters in Governance Graduate(2017), recently elected VCSBA Treasurer and Delegate Assembly.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

I think one of the biggest challenges the governing boards are facing at this time, is to find the way to get all the education stakeholders to collaborate as a Team; This should include district employees, admin teams, board members, parents and community members with meaningful input, and maintain the open mind at all times. CSBA can address that, having the Leadership committed on finding ways to engage all the mentioned stakeholders working together to stablish trust and transparency among its members and those that we represent; this will allow all of us to face any future challenge as one strong body. Doing that will give CSBA the support needed to bring any concern from our districts around the state, regarding the students' academic progress and success to legislators and government at local, state including national levels, so that public education can continue to receive the proper funding and help for a positive impact and change.

**Submit biographical sketch form only once, do not send multiple times. E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA Exec. Office | Attn: DA Elections | 3251 Beacon Blvd., West Sacto, CA 95691 by the deadline: Tues. Jan. 7, 2020.**

## Delegate Assembly Biographical Sketch Form for 2020 election

**DUE: Tuesday, January 7, 2020 – no late submissions accepted**

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Debra M Cordes

Date: 01/05/2020

Name: <u>Debra M. Cordes</u>	CSBA Region & subregion #: <u>11-B</u>
District or COE: <u>Oxnard Elementary School District</u>	Years on board: <u>5</u>
Profession: <u>Retired</u>	Contact Number (please check <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>805-290-7833</u>
*Primary E-mail: <u>debra5319@hotmail.com</u>	
(*Communications from CSBA will be sent to primary email)	
Are you an incumbent Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   If yes, year you became Delegate: _____	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested in becoming a Delegate to have an opportunity to work collaboratively with other board members throughout the state as we advocate to set policy that supports student success. As a previous teacher and school administrator for 35 years I bring a wealth of experience of working in the educational system. During the past 5 years as a board member I have been elected by my colleagues to serve a term as board president and another as board clerk. I have started and hope to complete this year the Masters in Governance program.

Please describe your activities and involvement on your local board, community, and/or CSBA.

During the time as a board member I have represented my colleagues on our Budget committee, English Learner Master Plan and the Health and Welfare Benefits committee. I have attended various conferences (CSBA, CLSBA and CABE) to continue my learning as it pertains to 21st century learning. I have also participated in Legislative Action Day to advocate for bills and resolutions that support our public educational system. As a community member I am on the executive board of three non-profit organizations that promote student leadership, civil rights and people to people diplomacy.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

There are many challenges that governing boards face, but some of the biggest are funding, school safety and equity based education. CSBA can continue helping by continuing advocacy for full and fair funding and providing research based information needed to implement policies that give all students opportunities for success in a safe and supportive school environment.



## Delegate Assembly Biographical Sketch Form for 2020 election

**DUE: Tuesday, January 7, 2020 – no late submissions accepted**

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature:  Date: 12/12/19

Name: Jenny Fitzgerald CSBA Region & subregion #: 11-B  
District or COE: Conejo Valley USD Years on board: 1  
Profession: Attorney Contact Number (please v ☐ Cell ☐ Home ☒ Bus.): 805-497-9511, x 412  
\*Primary E-mail: jfitzgerald@conejouso.org  
(\*Communications from CSBA will be sent to primary email)  
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: \_\_\_\_\_

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I am interested in becoming a Delegate to fulfill a more significant role in advocating for educational policy and funding change at the state level that reflects the unique local interests and needs of our geographic region. In addition to the skills and knowledge I have gained as a school board trustee, I will also contribute my professional skills and background as an attorney, which include advocacy, negotiation, research and analysis of complex issues. Additionally, I bring the perspective and concerns of a parent of two children currently in our K-12 public education system.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I am the board representative on multiple committees, including the Tri-County Education Coalition (to improve education in the counties of Ventura, Santa Barbara, San Luis Obispo, and all of CA), Budget/Local Control and Accountability Plan Committee, Career Technical Education Advisory Committee, and the Facilities Use Committee. In addition to attending CSBA's Annual Education Conference, I also completed CSBA's orientation for new board members and participate in additional educational opportunities regarding school budgets and finance through the Ventura County School Board's Association and Ventura County Office of Education.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

The most significant uniform challenge facing governing boards in CA is determining how to provide for the academic success and well-being of students, with limited resources for the necessary programs, tools, and professionals. Inadequacies in state funding of public education negatively impacts districts' abilities to ensure equitable environments by closing opportunity and achievement gaps, and meeting the social and emotional needs of students. In addition to continuing to advocate for and influence CA's prioritization of public education funding, building awareness with the general public will increase pressure at the state level.

Submit biographical sketch form only once, do not send multiple times. E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA Exec. Office | Attn: DA Elections | 3251 Beacon Blvd., West Sacto, CA 95691 by the deadline: Tues. Jan. 7, 2020.

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## JENNY FITZGERALD

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805-497-9511 Ext. 412 | Thousand Oaks, CA 91362 | [jfitzgerald@conejouisd.org](mailto:jfitzgerald@conejouisd.org)

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Experienced leader dedicated to advancing policies benefitting our communities. Expertise in providing comprehensive support to individual, corporate, and government clients on a range of critical and complex legal and policy issues. Skilled in working with regulatory agencies to implement initiatives. Adept at communicating effectively with diverse audiences and building positive working relationships to effectuate change. Demonstrated research, writing, analysis and public speaking abilities.

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### PROFESSIONAL EXPERIENCE

CONEJO VALLEY UNIFIED SCHOOL DISTRICT, Thousand Oaks, CA

2018 – Present

#### School Board Trustee

Govern, with other Board members, the community's 27 public schools. Work to improve the lives of all students by helping to create engaging and empowering academic environments that also prioritize the social and emotional needs of the district's over 18,000 students by the following:

- Work with the community and district leadership and staff to improve student achievement, with an emphasis on addressing the needs of underperforming groups of students.
- Set the vision and goals for the school district, along with other board members. Provide direction to district leadership and staff to implement such vision and goals.
- Research and analyze current issues affecting the education system, as well as innovative solutions.
- Hire, evaluate and work closely with the superintendent on implementation of district policy.
- Adopt and oversee the district budget.
- Participate in school and community events in my capacity as a member of the school board.

ANTHEM, INC., Thousand Oaks, CA

2013 – 2019

#### Senior Legal Counsel

Provided counsel on a broad range of legal and policy issues, taking into account objectives and competing legal and regulatory risks. Counseled business partners regarding the impact of and strategies for implementing key statutory requirements and business initiatives. Analyzed state and federal legislation to determine impact on current policies and procedures. Participated in strategy development with leaders of other divisions within the company to analyze complex issues and meet business goals. Developed approach for practical execution of relevant federal and state legal authority, including the Affordable Care Act.

DEPARTMENT OF MANAGED HEALTHCARE, Sacramento, CA

2011 – 2012

#### Attorney, Office of Legal Services/Legislative Unit

Researched and analyzed proposed legislation, including support/opposition, relevant legal authority, and potential effects on consumers and the Department of Managed Health Care. Prepared written analyses and recommendations regarding legislation, which was used by executive management at the Department and California Governor's office. Interpreted laws contained in the Knox-Keene Act and prepared legal opinions on topics relating to proposed/current legislation in an effort to ensure the Department was in compliance with applicable laws.

Litigation Attorney

2008 – 2011

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### EDUCATION

SANTA CLARA UNIVERSITY SCHOOL OF LAW, Santa Clara, CA – **Juris Doctor**

2006

*SBA Student Leadership Award; Honors Moot Court; Women & Law Association, President*

UNIVERSITY OF CALIFORNIA BERKELEY, Berkeley, California – **Bachelor of Arts in Political Science**

2003

*Californians Convocation Co-Chair; Alumni Scholars Club; Associated Students of the University of California*

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### Other Related Information

Admitted to California Bar, 2006

Greater Conejo Valley Chamber of Commerce, 40 Under Forty to Watch, Honoree (2019)

General Plan Update Task Force for the City of Martinez, California, Vice Chair (2010)

Office of Assemblymember Hannah-Beth Jackson, Capitol Intern (2002)

Office of State Senator Tom Torlakson, District Office Intern (2001)



**REQUIRES BOARD ACTION**

This completed **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the U.S. post office no later than **MONDAY, MARCH 16, 2020**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.

*A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2020 DELEGATE ASSEMBLY BALLOT  
SUBREGION 11-B  
(Ventura County)

(Vote for no more than 4 candidates)

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*Delegates will serve two-year terms beginning April 1, 2020 – March 31, 2022*

*\*denotes incumbent*

- ☐ Matthew Almaraz (Ventura USD)
- ☐ Scott Blough (Simi Valley USD)
- ☐ Darlene Bruno (Hueneme ESD)\*
- ☐ Efrain Cazares (Ocean View SD)\*
- ☐ Debra Cordes (Oxnard SD)
- ☐ Jenny Fitzgerald (Conejo Valley USD)

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*Provision for Write-in Candidate Name*

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*School District*

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*Signature of Superintendent or Board Clerk*

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*Title*

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*School District*

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*Date of Board Action*

*See reverse side for a current list of all Delegates in your Region.*

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## **REGION 11 – 9 Delegates (9 elected)**

**Director: Jackie Moran (Ventura USD)**

**Below are the current Delegates and their terms (as of January 31, 2020).**

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### **Subregion 11-A (Santa Barbara)**

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2020  
Luz Reyes-Martin (Goleta Union SD), term expires 2021

### **Subregion 11-B (Ventura County and Las Virgenes USD)**

Darlene Bruno (Hueneme SD), term expires 2020  
Efrain Cazares (Oceanview SD), term expires 2020  
Veronica Robles-Solis (Oxnard SD), term expires 2020  
Sabrena Rodriguez (Ventura USD), term expires 2021  
Christina (Tina) Urias (Santa Paul USD), term expires 2021  
Vacant, term expires 2020

### **County Delegate:**

Rachel Ulrich (Ventura COE), term expires 2021

### **Counties**

Santa Barbara (Subregion A)  
Ventura (Subregion B)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.6.a. APPROVE ADOPTION OF NEW BOARD POLICY 0520 –  
INTERVENTION FOR UNDERPERFORMING SCHOOLS - First Reading  
ACTION**

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**ISSUE:** Should the Board of Education approve the adoption of Board Policy 0520 – Intervention for Underperforming Schools?

**BACKGROUND:** New Board Policy 0520 contains material formerly in BP 0460 - Local Control and Accountability Plan regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Paragraph added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI). Board Policy 0520 is being recommended for adoption from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0520 – Intervention for Underperforming Schools.
2. Do not amend Board Policy 0520 – Intervention for Underperforming Schools.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0520(a)*

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## **Intervention For Underperforming Schools**

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0500 - Accountability)*

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness
2. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

With the approval of the County Superintendent, the district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0520(b)*

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more of the following: (Education Code 52072)

1. Revision of the district's LCAP
2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

In addition, any school identified by the California Department of Education for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)*

## **Legal Reference:**

### EDUCATION CODE

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

64001 School plan for student achievement

### UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students, especially:

6311 State plans

## **Management Resources:**

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Dashboard

CSI/TSI/ATSI Frequently Asked Questions

California ESSA Consolidated State Plan, 2017

### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016

### WEB SITES

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

California School Dashboard: <http://www.caschooldashboard.org>

U.S. Department of Education: <http://www.ed.gov>

Adopted: 2-18-20

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINSTRATIVE REGULATION 3540 – TRANSPORATION - First  
Reading**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 3540 – Transportation?

**BACKGROUND:** Board Policy updated to include material formerly in AR regarding the means of transportation, contracts for transportation services, and the option to pay parents/guardians their actual and necessary expenses in transporting the student. Policy also addresses (1) the district's authority to require families to pay a transportation fee, with specified exceptions; (2) the district's authority to transport students without parent/guardian permission when evacuation of students is necessary for their safety; and (3) the installation of a global positioning system on school buses to enhance safety and provide real-time location data. Regulation deleted and key concepts moved to BP. Board Policy 3540 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation 3540 – Transportation.
2. Do not amend Board Policy and Administrative Regulation 3540 – Transportation.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3540(a)

## Transportation

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. ~~In determining~~ ~~the extent to which the district will provide for transportation services, shall depend upon student and community needs and a continuing assessment of financial resources.~~ the Board shall weigh student and community needs against the cost of providing such services.

*(cf. 3100 - Budget)*

~~*(cf. 3250 - Transportation Fees)*~~

*(cf. 3541 - Transportation Routes and Services)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance ~~agreements~~)*

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

The Superintendent or designee shall recommend to the Board ~~the most~~ economical environmentally sustainable, and appropriate means of providing transportation services.

*(cf. 3510 - Green School Operations)*

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.

*(cf. 3250 - Transportation Fees)*

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3540(b)

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 5131.1 - Bus Conduct)

## **Legal Reference:**

### EDUCATION CODE

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39860 Transportation, especially:

39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"

39801 Contract with County Superintendent of Schools to provide transportation

39802-39803 Bids and contracts for transportation services

39806 Payments to parents in lieu of transportation

39807 Food and lodging payments in lieu of transportation

39807.5 Transportation fees

39808 District transportation of private school students

41850-41854 Allowances for transportation

41860-41862 Supplemental allowances for transportation

45125.1 Criminal background checks for contractors

52311 Regional occupational centers, transportation

### PENAL CODE

637.7 Electronic tracking devices

### VEHICLE CODE

2807 School bus inspection

### GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

### CODE OF REGULATIONS, TITLE 5

14100-14103 Use of school buses and school pupil activity buses

15240-15343 Allowances for student transportation, especially:

15253-15272 District records related to transportation

### CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

### COURT DECISIONS

*Arcadia Unified School District et. al. v. State Department of Education*, 2 Cal. 4th 251 (1992)

Adopted: 8-21-18, 2-18-20



# ~~OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY~~

Series 3000 ~~Business and Non-Instructional Operations~~ ~~AR 3540(a)~~

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## Transportation

~~No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student. (Education Code 35350)~~

## Means of Transportation

~~To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)~~

~~In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)~~

~~(cf. 3311 Bids)~~

~~(cf. 3312 Contracts)~~

Adopted: ~~8-21-18~~

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY 5123 – PROMOTION  
ACCELERATION RETENTION - First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Board Policy 5123 – Promotion Acceleration Retention?

**BACKGROUND:** Board Policy 5123 updated to make minor revision reflecting current law pertaining to the requirement to provide remedial instruction to students who are recommended for retention or are identified as being at risk for retention. Board Policy 5123 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 5123 –Promotion Acceleration Retention.
2. Do not amend Board Policy 5123 –Promotion Acceleration Retention.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5123(a)

## Promotion/Acceleration/Retention

The Governing Board expects students to progress through each grade level within one school year. ~~To accomplish~~ Toward this end, instruction ~~should~~ shall be designed to accommodate the variety of ways that ~~children~~ students learn and ~~include~~ provide strategies for addressing academic deficiencies ~~when~~ as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

*(cf. 6011 - Academic Standards)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*

~~*(cf. 6162.52 - High School Exit Examination)*~~

*(cf. 6170.1 - Transitional Kindergarten)*

When high academic achievement is evident, the Student Study Team (SST), a group including, but not limited to, a parent or guardian, a teacher, and an administrator, may recommend a student for acceleration ~~into~~ to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

SSTs shall identify students who should be retained ~~and~~ or who are at risk of being retained at their current grade level as early as possible in the school year and as early in their school careers as practicable. Such students shall be identified at the following grade levels: (Education Code 48070.5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between the end of the intermediate grades and the beginning of the middle school grades
5. Between the end of the middle school grades and the beginning of the high school grades

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by grades and the following additional indicators of academic achievement:

1. Report card grades
2. Districtwide assessments
3. Performance on student work reflecting progress on standards

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5123(b)

4. Standardized test scores
5. Teacher recommendation
6. Classroom instructional participation time

(cf. 5121 – Grades/Evaluation of Student Achievement)  
(cf. 5149 – At-Risk Students)

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

(cf. 6142.91 - Reading/Language Arts Instruction)  
(cf. 6142.92 - Mathematics Instruction)

If a student does not have a [single](#) regular classroom teacher, the Superintendent or designee shall convene an SST [responsible](#) for the decision to promote or retain the student. (Education Code 48070.5)

The SST's decision to promote or retain a student may be appealed in accordance with AR 5123 - Promotion/Acceleration/Retention.

When any student in grades 2-9 is ~~retained or~~ recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. ~~The Superintendent or designee also may offer supplemental instruction to a student in grades 2-6 who is identified as being at risk for retention.~~ (Education Code ~~37252.2, 37252.8~~, 48070.5)

(cf. 6176 - Weekend/Saturday Classes)  
(cf. 6177 - Summer Learning Programs)  
(cf. 6179 - Supplemental Instruction)

## **Legal Reference:**

### EDUCATION CODE

~~37252-37253.5~~ Supplemental instruction  
~~41505-41508~~ Pupil Retention Block Grant  
46300 Method of computing ~~ADA~~ average daily attendance  
48010 Admittance to first grade  
~~44801-48011~~ Promotion/retention following one year of kindergarten  
48070-48070.5 Promotion and retention  
56345 Elements of individualized education ~~plan~~ program  
60640-60649 California Assessment of Student Performance and Progress  
~~60850-60856~~ Exit examination  
CODE OF REGULATIONS, TITLE 5  
200-202 Admission and exclusion of students

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5123(c)*

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**Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*FAQs Promotion, Retention, and Grading (students with disabilities)*

*FAQs Pupil Promotion and Retention*

*Kindergarten Continuance Form*

WEB SITES

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

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

Adopted: 6-14-99

Amended: 4-17-01, 9-17-02, 4-8-14, [2-18-20](#)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION – 5142 – SAFETY – Second Reading ACTION**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation – 5142 – Safety?

**BACKGROUND:** Board Policy 5142 updated to add the district's responsibility to provide for the proper supervision of students during before- and after-school programs, morning drop-off at school, and afternoon pick-up and to provide for appropriate student instruction in emergency procedures. Policy adds section reflecting the requirement to print safety hotline numbers on student identification cards for students in grades 7-12, including the National Suicide Prevention Lifeline and, pursuant to NEW LAW (SB 316), the National Domestic Violence Hotline. Regulation updated to add communication of school rules to students, the responsibility of individuals supervising students to remain alert for unauthorized persons, and the requirement for inspection of new playgrounds by a certified safety inspector. Regulation also updates the list of activities with safety risks in accordance with the legal definition of "hazardous recreational activity" and prohibits any such activity unless it is properly supervised, students wear protective gear as appropriate, and participants have insurance coverage. Section on "Laboratory Safety" expanded to include student instruction in safety procedures, proper handling of hazardous materials and bloodborne pathogens, and accessibility of emergency information and first aid supplies. Board Policy 5142 is being submitted with recommended updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation – 5142 – Safety.
2. Do not amend Board Policy and Administrative Regulation – 5142 – Safety.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5142(a)

## Safety

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and ~~helps ensure~~ promotes student safety and ~~the prevention of student injury. The Superintendent or designee~~ well-being. Appropriate measures shall ~~implement appropriate practices~~ be implemented to minimize the risk of harm to students, including ~~practices relative~~, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, ~~outdoor environment~~, and guiding student participation in educational programs and school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3320 - Claims and Actions Against the District)  
(cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 3514.2 - Integrated Pest Management)  
(cf. 3515 - Campus Security)  
(cf. 3515.21 - Unmanned Aircraft Systems (Drones))  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 3530 - Risk Management/Insurance)  
(cf. 3542 - School Bus Drivers)  
(cf. 3543 - Transportation Safety and Emergencies)  
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)  
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)  
(cf. 5131 - Conduct)  
(cf. 5131.1 - Bus Conduct)  
(cf. 5141 - Health Care and Emergencies)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5142.1 - Identification and Reporting of Missing Children)  
(cf. 5143 - Insurance)  
~~(cf. 5144 - Discipline)~~  
~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~  
(cf. 6145.2 - Athletic Competition)  
~~(cf. 6161.3 - Toxic Art Supplies)~~  
(cf. 6163.2 - Animals at School)  
(cf. 7111 - Evaluating Existing Buildings)

School Staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, while at school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district transportation ~~to and from school~~.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, and emergency procedures, as well as injury prevention and disease prevention.

(cf. 5141.7 - Sun Safety)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5142(b)

(cf. 6142.8 - Comprehensive Health Education)

## Crossing Guards/Student Safety Patrol

To assist students in safely crossing streets adjacent to or near school sites, the Board ~~will seek funding from the Municipal Advisory Council to~~ **may** employ crossing guards and/or establish a **student** safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

(cf. 5142.2 - Safe Routes to School Program)

## Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5, 217)

1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number

(cf. 5141.52 - Suicide Prevention)

2. The National Domestic Violence Hotline

(cf. 5141.4 - Child Abuse Prevention and Reporting)

### **Legal Reference:**

#### EDUCATION CODE

8482-8484.65 After School ~~Learning~~ **Education** and ~~Safe Neighborhood Partnerships~~ **Safety** Program

17280-17317 Building approvals (Field Act)

17365-17374 Fitness of school facilities for occupancy

32001 Fire alarms and drills

32020 School gates; entrances for emergency vehicles

32030-32034 Eye safety

32040 First aid equipment

~~32050-32051 Hazing~~

32225-32226 Two-way communication devices in classrooms

32240-32245 Lead-free schools

32250-32254 CDE school safety and security resources unit

32280-~~32288~~ **32289** Safety plans

44807 Duty of teachers concerning conduct of students ~~to and from schools, on playgrounds, and during recess~~

44808 Exemption from liability when students are not on school property

44808.5 Permission for students to leave school grounds; notice (high school)



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5142(c)

45450-45451 Crossing guards

[48900 Hazing](#)

49300-49307 School safety patrol

49330-49335 Injurious objects

49341 Hazardous materials in school science laboratories

51202 Instruction in personal and public health and safety

GOVERNMENT CODE

810-996.6 California Tort Claims Act, ~~especially:~~

HEALTH AND SAFETY CODE

115725-115735 Playground safety

115775-115800 Wooden playground equipment

~~115810-115816 Playground safety and recycling grants~~

116046 Issuance of best practices guidelines for K-12 pool safety

PENAL CODE

245.6 Hazing

PUBLIC RESOURCES CODE

5411 Purchase of equipment usable by ~~physically disabled~~ persons [with disabilities](#)

VEHICLE CODE

21100 Rules and regulations; crossing guards

[21201 Rules for operation of bicycle on roadway](#)

21212 Use of helmets

42200 Fines and forfeitures, disposition by cities

42201 Fines and forfeitures, disposition by counties

CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with a contagious disease

570-576 School safety patrols

5531 Supervision of social activities

5552 Playground supervision

5570 When school shall be open and teachers present

[14030 Standards for development of plans for the design and construction of school facilities](#)

14103 Bus driver; authority over pupils

COURT DECISIONS

[J.H. v. Los Angeles Unified School District, \(2010\) 183 Cal.App.4th 123](#)

[Lane v. City of Sacramento, \(2010\) 183 Cal. App. 4th. 1337](#)

[Wiener v. Southcoast Childcare Centers, \(2004\) 32 Cal.4th 1138](#)

[Kahn v. East Side Union High School District, \(2003\) 31 Cal.4th 990](#)

[Knight v. Jewett, \(1992\) 3 Cal.4th 296, 313](#)

[Hoyem v. Manhattan Beach City School District, \(1978\) 22 Cal. 3d 508](#)

[Dailey v. Los Angeles Unified School District, \(1970\) 2 Cal 3d 741](#)

## **Management Resources:**

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

~~Handbook for Public Playground Safety, 1997, Pub. No. 325~~

AMERICAN SOCIETY FOR TESTING AND MATERIALS

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, ~~2005~~2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

[Science Safety Handbook for California Public Schools, 2014](#)

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

[Public Playground Safety Handbook, 2010](#)

WEB SITES

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5142(d)*

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*American Society for Testing and Materials: <http://www.astm.org>*

~~CDE~~*California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>*

*California Department of Public Health-Services: <http://www.dhs.cdph.ca.gov>*

*Centers for Disease Control and Prevention: <http://www.cdc.gov>*

*Environmental Protection Agency: <http://www.epa.gov>*

~~Centers for Disease Control: <http://www.cdc.gov>~~

*U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>*

*U.S. Department of Education, Safe Schools: <http://www.ed.gov/about/offices/list/osep/osep/gtss.html>*

Adopted: 10-15-80

Amended: 8-4-82; 5-15-84; 5-20-86; 8-18-92; 9-17-02, 11-14-06, 2-18-20

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(a)

### Safety

Each principal or designee shall establish ~~school~~ emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials ~~and for student conduct~~, consistent with law, Board policy, and administrative regulation. ~~Copies of the~~ The rules shall be communicated to students, distributed to parents/guardians, and ~~be~~ readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

### Release of ~~Student to Adult~~ Students

Students shall be released during the school day only ~~into~~ the custody of an adult ~~if: The~~ ~~adult~~who is one of the following:

1. The student's custodial parent/guardian ~~with custody.~~

(cf. 5021 - Noncustodial Parents)

2. An adult ~~has been~~ authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, ~~and provided~~ the principal or designee verifies the adult's ~~identification.~~ identity

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. ~~The adult is a properly~~ An authorized law enforcement officer acting in accordance with law.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

(cf. 5145.13 - Response to Immigration Enforcement)

4. ~~The~~ An adult ~~is~~ taking the student to emergency medical care at the request of the principal or designee.

(cf. 5141 - Health Care and Emergencies)

### Supervision of Students

Campus Supervisors will be responsible for supervising students 30 minutes before and after school.

~~Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts. (5 CCR 5570)~~

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(b)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert ~~in-~~ ~~spotting for unauthorized persons~~ and dangerous conditions, promptly report any such ~~conditions~~ observations to the principal or designee, and file a written report ~~on such conditions~~ as appropriate.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3530 - Risk Management/Insurance)*

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. ~~Where~~ Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision
2. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help ~~them to forestall~~ prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 3515.2 - Disruptions)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

### Playground Safety

Any new playground or any replacement of equipment or modification of components ~~in-~~ ~~side~~ inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(c)

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by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

~~Any playground installed between January 1, 1994 and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)~~

### Activities with Safety Risks

~~Because of~~Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events. ~~These unless the activities~~ ~~is~~ must be approved by the Superintendent or designee. ~~properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:~~

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
- ~~6. Snow trips~~
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(c)

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### 15. Surfing

### 16. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet ~~that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212).~~

### Laboratory Safety

The principal of each school offering laboratory work ~~to students~~ shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.—

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

(cf. 3514.1 - Hazardous Substances)

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 5141.22 - Infectious Diseases)

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

### Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also ~~may~~

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5142(e)*

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provide hearing conservation education to teach students ways to protect their hearing.

### Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

*(cf. 3260 - Fees and Charges)*

### Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent [provided by their parents/guardians](#), under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

Adopted: 5-15-84

Amended: 5-20-86, 8-18-92, 9-17-02, 7-06, 7-07, [2-18-20](#)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION –6142.1– SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION - First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation – 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction?

**BACKGROUND:** Board Policy 6142.1 updated to more directly reflect the goals of the California Healthy Youth Act, incorporate the legal requirement for districts whose graduation requirements include completion of a health education course to include instruction on the affirmative consent standard, and reflect NEW LAW (SB 1104, 2018) which requires districts offering grades 6-12 to provide information on human trafficking prevention resources to parents/guardians by January 1, 2020. Policy also adds timeline for notification to parents/guardians that they may request to excuse their child from comprehensive sexual health and HIV prevention education. Regulation updated to reflect NEW LAW (AB 1861, 2018) which requires that comprehensive sexual health education include specified information regarding human trafficking, and NEW LAW (AB 1868, 2018) which authorizes instruction regarding the potential risks and consequences of electronically sharing suggestive or sexually explicit materials. Section on "Professional Development" updated to reflect a legal requirement to provide periodic staff development regarding sexual abuse and human trafficking. Board Policy 6142.1 is being submitted with recommended updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation – 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction.
2. Do not amend Board Policy and Administrative Regulation – 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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

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Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.1(a)

## Sexual Health And HIV/AIDS Prevention Instruction

The Governing Board desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's educational program shall ~~provide~~ address the goals of the California Healthy Youth Act pursuant to Education Code 51930-51939, including providing students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted ~~diseases and infections~~, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking and to ~~encourage students to~~ have a healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote students' understanding of sexuality as a normal part of human development and ~~the~~their development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family.

(cf. 5030 - Student Wellness)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.25 - Availability of Condoms)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. (cf. 6142.8 - Comprehensive Health Education)

~~The district's curriculum shall support the purposes of the California Healthy Youth Act as specified in Education Code 51930-51939, be unbiased and inclusive of all students in the classroom, and be aligned with the state's content standards~~ The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

Comprehensive sexual health education and HIV prevention education shall be offered to all students in grades 7-12 at least once in junior high or middle school and at least once in high school. (Education Code 51934)

(cf. 6143 - Courses of Study)

~~The Superintendent or designee may appoint a coordinator and an advisory committee regarding the~~

The district's comprehensive sexual health education program ~~and HIV prevention~~ shall include information on the affirmative consent standard. Affirmative consent is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. Teachers delivering such instruction shall consult information related to sexual harassment and violence in the state health curriculum framework (Education Code 51225.36, 67386)

~~-This advisory committee shall represent a divergence of viewpoints and may participate in planning, implementing and evaluating~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.1(b)

The Superintendent or designee shall identify appropriate methods for informing the school community about subjects related to the district's comprehensive sexual health and HIV prevention education. The Superintendent or designee shall use such identified methods to inform parents/guardians of students in grades 6-12 about human trafficking prevention resources, as required pursuant to Education Code 49381.

~~(cf. 1220 - Citizen Advisory Committees)~~

## Parent/Guardian Consent

~~Annually, parent~~ At the beginning of each school year or at the time of a student's enrollment, parents/guardians shall be notified, in the manner specified in the accompanying administrative regulation, that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51938, 51939)

(cf. 5022 - Student and Family Privacy Rights)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

## Legal Reference:

### EDUCATION CODE

220 Prohibition of discrimination

33544 Inclusion of sexual harassment and violence in health curriculum framework

48980 Notice at beginning of term

49381 Human trafficking prevention resources

51202 Instruction in personal and public health and safety

51210.8 Health education curriculum

51225.3536 Instruction in sexual harassment and violence; districts that require health education for graduation

51240 Excuse from instruction due to religious beliefs

51513 ~~Materials~~ Test, questionnaire, survey, or examination containing questions about beliefs or practices

51930-51939 ~~Comprehensive Sexual Health~~ California Healthy Youth Act

51950 Abuse, sexual abuse, and ~~HIV/AIDS Prevention Education Act~~ human trafficking prevention education

67386 Student safety; affirmative consent standard

### HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

### PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.1(c)

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UNITED STATES CODE, TITLE 20

1232h Protection of ~~Student Rights~~ student rights

7906 Sex education requirements and prohibited use of funds

## **Management Resources:**

### CSBA PUBLICATIONS

Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief,  
August 2014

### ~~CDE~~ CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

### HUMAN RIGHTS CAMPAIGN FOUNDATION PUBLICATIONS

California LGBTQ Youth Report, January 2019

### WEB SITES

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

California Department of Education, Sex Education and HIV/AIDS/STD Instruction:

<http://www.cde.ca.gov/ls/he/se>

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

California Healthy Kids Resource Center: <http://www.hkresourcescaliforniahealthykids.org>

California Partnership to End Domestic Violence: <http://www.cpedv.org>

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

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Human Rights Campaign: <http://www.hrc.org/hrc-story/hrc-foundation>

U.S. Food and Drug Administration: <http://www.fda.gov>

Adopted: 9-17-02

Amended: 6-17-03, 3-22-05, 10-20-09, 2-18-20

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6142.1(a)

### Sexual Health And HIV/AIDS Prevention Instruction

#### Definition

Comprehensive sexual health education means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

HIV prevention education means instruction on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (Education Code 51931)

#### General Criteria for Instruction and Materials

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933, ~~51934~~)

1. Are age appropriate
2. Are ~~factually and~~ medically accurate and objective-
3. **Are aligned** with and support the following purposes as specified in Education Code 51930:
  - a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy

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- b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family
  - c. To promote understanding of sexuality as a normal part of human development
  - d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end
  - e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors
4. Are appropriate for use with English learners, students with disabilities, and students of all races, genders, sexual orientations, and ethnic and cultural backgrounds; ~~students with disabilities; and English learners.~~

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

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~(cf. 6174 - Education for English-Language Learners)~~

5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner ~~student~~ as otherwise provided in the Education Code.
6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats; and auxiliary aids.

*(cf. 6159 - Individualized Education Program)*

7. Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships
9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes

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10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so
11. Teach the value of and prepare students to have and maintain committed relationships such as marriage
12. Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, harassment, and intimidation

(cf. 5145. 3 - Nondiscrimination/Harassment)

13. Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiationcommunication and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
14. Do Notnot teach or promote religious doctrine

### Components of Sexual Health and HIV Prevention Education

The district's comprehensive sexual health education and HIV prevention education for students in grades 7-12, in addition to complying with the criteria listed above in the section "General Criteria for Instruction and Materials," shall include all of the following: (Education Code 51934)

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body
2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use
3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy

The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

~~(cf. 5146—Married/Pregnant/Parenting Students)~~

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*(cf. 5141.25 - Availability of Condoms)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention
5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing
6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others
7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and testing is the only way to know if one is HIV-positive.

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence
9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:
  - a. Parenting, adoption, and abortion
  - b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5
  - c. The importance of prenatal care
10. Information about sexual harassment, sexual assault, [sexual abuse](#), and [human trafficking](#), including:

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- a. Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking
- b. Information on how social media and mobile device applications are used for human trafficking

~~10.11.~~ Information about adolescent relationship abuse, and intimate partner violence, ~~and sex-trafficking~~ including the early warning signs of each

The district's comprehensive sexual health education and HIV prevention education shall include instruction regarding the potential risks and consequences of creating and sharing suggestive or sexually explicit materials through cell phones, social networking web sites, computer networks, or other digital media. (Education Code 51934)

### Professional Development

The district's comprehensive sexual health education and HIV prevention education shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (Education Code ~~51932, 51933~~ 51931, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

*(cf. 4131 - Staff Development)*

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for personnel who have demonstrated expertise or received in-service training from the CDE or Centers for Disease Control and Prevention. (Education Code 51935)

The Superintendent or designee may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for district personnel teaching comprehensive sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)



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The Superintendent or designee shall periodically provide continuing education that enables district personnel to learn about new developments in the understanding of abuse, including sexual abuse, and human trafficking and current prevention efforts and methods. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

### Use of Consultants or Guest Speakers

The Superintendent or designee may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health and HIV prevention education or to provide training for district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

*(cf. 6145.8 - Assemblies and Special Events)*

### Parent/Guardian Notification

At the beginning of each school year or at the time of a student's enrollment, the Superintendent or designee shall notify parents/guardians about instruction in comprehensive sexual health education and HIV prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education are available for inspection
2. That parents/guardians have a right to excuse their child from comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks, provided they submit their request in writing to the district
3. That parents/guardians have a right to request a copy of Education Code 51930-51939
4. Whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants and, if the district chooses to use outside consultants or guest speakers for this purpose, the following information:

~~If the district chooses to use outside consultants or to hold an assembly with guest speakers to-~~

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~~deliver comprehensive sexual health or HIV prevention education, the notification shall include:–  
(Education Code 51938)~~

- a. The date of the instruction
- b. The name of the organization or affiliation of each guest speaker
- c. Information stating the right of the parent/guardian to request ~~of a~~ copy of Education Code 51933, 51934, and 51938

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the ~~district~~Superintendent or designee shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given.~~(Education Code 51938)~~

(cf. 5145.6 - Parental Notifications)

~~Parents/guardians shall be asked to sign and return to the school an acknowledgement that they have received the notification. If a parent/guardian wishes to excuse his/her child from instruction, he/she must provide a separate written request, as specified in Board policy.~~

## Nonapplicability to Certain Instruction or Materials

The requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent shall **not** apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education **as defined in Education Code 51931**

(cf. 6142.93 - Science Instruction)

2. Instruction~~or~~, materials, **presentations, or programming** that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and ~~do~~**does** not discuss human reproductive organs and their functions-

Adopted: 9-17-02

Amended: 6-17-03, 7-08, 4-19-16, **2-18-20**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY 6146.1 HIGH SCHOOL GRADUATION REQUIREMENTS - First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Board Policy 6146.1 High School Graduation Requirements?

**BACKGROUND:** Board Policy 6146.1 includes minor revision to clarify that immigrant students enrolled in a newcomer program in grades 11-12 may be eligible for an exemption from locally established graduation requirements, regardless of whether they transferred between schools after the completion of the second year of high school.. Board Policy 6146.1 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6146.1 High School Graduation Requirements.
2. Do not amend Board Policy 6146.1 High School Graduation Requirements.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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*BP 6146.1(a)*

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## High School Graduation Requirements

The Governing Board desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 5147 - Dropout Prevention)*

*(cf. 6011 – Academic Standards)*

*(cf. 6143 – Courses of Study)*

*(cf. 6146.3 – Reciprocity of Academic Credit)*

## Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Forty (40) semester credits in English
2. Thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) credits of geometry. An Oak View High School Student must complete thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) semester credits of any other mathematics or mathematics related course.

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

*(cf. 6142.92 – Mathematics Instruction)*

*(cf. 6152.1 - Placement in Mathematics Courses)*

3. Thirty (30) semester credits of science including biological and physical sciences. Students attending Oak View High School must complete twenty (20) semester credits of science including life science and physical science. An Oak View High school student may elect to complete ten (10) extra credits of science, including one year of global science, and be recognized as graduating with a “special emphasis in science”.

*(cf. 6142.93 - Science Instruction)*

4. Thirty-five (35) semester credits of social science to include: ten (10) semester credits of United States history and geography; ten (10) semester credits of world history, culture,

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and geography; five (5) semester credits in American government and civics; five (5) semester credits in economics; and five (5) credits of world geography.

*(cf. 6142.3 - Civic Education)*

*(cf. 6142.94 - History-Social Science Instruction)*

5. Five (5) semester credits of health education.

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

6. Ten (10) semester credits of visual or performing arts or world language, including American Sign Language.

*(cf. 6142.2 – World/Foreign Language Instruction)*

*(cf. 6142.6 - Visual and Performing Arts Education)*

7. Twenty (20) semester credits of physical education.

*(cf. 6142.7 - Physical Education)*

8. (60) Sixty additional general education elective credits to total two hundred and thirty (230). With pre-approval students may take courses ~~at~~ **from** other institutions ~~that are not taught at OPHS~~ for High School graduation general elective credit(5 per semester with a maximum of 15 credits per high school career). **This includes dual enrollment courses offered at OPHS.**

9. All freshmen and sophomore students will complete a standards based guidance program to develop a personal learning plan.

Oak View High School students will graduate with two hundred and thirty (230) credits unless they chose to complete an additional ten (10) credits of science as stated in #3 above.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

*(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)*

Exemptions ~~and Waivers~~ from District-Adopted Graduation Requirements

**District students are required to complete graduation course requirements specified above,**

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including the requirements imposed by Education Code 51225.3 and those adopted by the Board.

However, ~~A~~ a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student, ~~or newly arrived immigrant student participating in a newcomer program~~ who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be ~~required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt~~ exempted from any ~~additional district adopted~~ graduation requirements, ~~unless~~ adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer, or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any ~~such~~ eligible student ~~shall be notified~~ of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 – Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

## Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 ~~school year~~ through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to: (Education Code 48204.4, 51430, 51440)

1. Persons who departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the

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purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

## Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation, and who is returning to the home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

## Legal Reference:

### EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

48204.4 Parents/guardians departing California against their will

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 Required notification at beginning of term

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.1 Exemption from district graduation requirements

51225.2 ~~Pupil~~ Student in foster care defined; acceptance of coursework, credits, retaking of course

51225.3 High school graduation

51225.35 Mathematics course requirements; computer science

51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation

51225.5 Honorary diplomas; ~~foreign exchange students~~

51225.6 Compression-only cardiopulmonary resuscitation

51228 Graduation requirements

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*BP 6146.1(e)*

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51240-51246 Exemptions from requirements  
51250-51251 Assistance to military dependents  
51410-5141~~2~~3 Diplomas  
51420-51427 High school equivalency certificates  
*51430 Retroactive high school diplomas*  
51440 Retroactive high school diplomas  
51450-51455 Golden State Seal Merit Diploma  
51745 Independent study restrictions  
56390-56392 Recognition for educational achievement, special education  
66204 Certification of high school courses as meeting university admissions criteria  
67386 Student safety; affirmative consent standard  
CODE OF REGULATIONS, TITLE 5  
1600-1651 Graduation of students from grade 12 and credit toward graduation  
4600-4670~~8~~7 Uniform complaint procedures  
COURT DECISIONS  
*O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4<sup>th</sup> 1452*

## **Management Resources:**

### WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Adopted: 4-26-78

Amended: 2-5-91, 8-14-01, 9-17-02, 3-22-05, 2-21-06, 2-17-10, 3-20-12, 4-8-14, 5-17-16,  
4-18-17, 4-23-19, **2-20-20**



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: B.6.g. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION –7140 ARCHITECTURAL AND ENGINEERING SERVICES - First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation – 7140 Architectural and Engineering Services?

**BACKGROUND:** Board Policy 7140 updated to clarify the district's responsibility to select a licensed architect and/or structural engineer as required by law when professional design services are used for construction or modernization of school facilities and to address the need to comply with state safety and design standards. Policy adds the general duties of the architect and/or structural engineer and the circumstances under which design specifications must be submitted to CDE and the Division of the State Architect. Regulation updates the components of the selection process to more directly reflect law and adds the district's authority, if negotiations with the most qualified firm are unsuccessful, to negotiate a contract with the second most qualified firm and then the third most qualified firm. Regulation also includes the option to award a contract to a single entity for both the design and construction of a school facility in excess of \$1 million ("design build" contract). Board Policy 7140 is being submitted with recommended updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation – 7140 Architectural and Engineering Services.
2. Do not amend Board Policy and Administrative Regulation – 7140 Architectural and Engineering Services.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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

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Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7140(a)

## Architectural And Engineering Services

~~In order to ensure safe construction and protect the investment of public funds, the~~ The Governing Board ~~requires~~ desires to provide school facilities that support the educational program and meet all applicable safety and design standards. When required by law, the Board shall employ or contract with a licensed and certified architect and/or structural engineer ~~be-employed~~ to design and supervise the construction of district schools and other facilities.—

*(cf. 7110 - Facilities Master Plan)*

The architect and/or structural engineer shall be responsible for preparing all construction plans, specifications, and estimates and for the observation of the work of construction. (Education Code 17302)

To ensure compliance with state design and safety standards, preliminary and final plans for any state-funded school facility project, including Board-approved educational specifications for school design when necessary, shall be submitted to the California Department of Education and the Department of General Services, Division of the State Architect. (Education Code 17267; 5 CCR 14030-14032)

The Superintendent or designee shall devise a competitive process for the selection of architects ~~and~~, structural engineers, and other design professionals that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, ~~he/she~~ the Superintendent or designee shall recommend ~~specific~~ architectural and engineering firms to the Board— for approval. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

*(cf. 3311 - Bids)*

*(cf. 3311.3 - Design-Build Contracts)*

### **Legal Reference:**

#### EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act, especially:

17070.50 Conditions for apportionment

17250.10-17250.55 Design-build contracts

17251 School construction; duties of the California Department of Education

17262-17268 School construction plans

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision regarding school district property

17371 Limitation on liability of governing board

#### BUSINESS AND PROFESSIONS CODE

5500-5502 Architecture

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Facilities

BP 7140(b)

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*5550-5558 Architects, licensure*

*6700-6706.3 Engineers*

*6750-6766 Engineers, licensure*

GOVERNMENT CODE

*4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms*

*14837 Definition of small business*

*87100 Public officials; financial interest*

PUBLIC CONTRACT CODE

*20111 School district contracts*

CODE OF REGULATIONS, TITLE 5

*14001 Minimum standards for school facilities*

*14030-14036 Standards, planning, and approval of school facilities*

CODE OF REGULATIONS, TITLE 24

*101 et seq. California Building Standards Code*

CALIFORNIA CONSTITUTION

*Article 22 Architectural and engineering services*

## Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Plan Submission Requirements for Modernization Projects, Form SFPD 4.08*

*Plan Submission Requirements for New Construction, Form SFPD 4.07*

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

*School Facility Program Handbook, January 2019*

WEB SITES

*American Institute of Architects California Council: <http://aiacalifornia.org>*

*California Department of Education, Facilities: <http://www.cde.ca.gov/lr/fa>*

*Department of General Services, Division of the State Architect: <http://www.dgs.ca.gov/DSA>*

*Department of General Services, Office of Public School Construction: <http://www.dgs.ca.gov/OPSC>*

Adopted: 3-16-93

Amended: 3-20-01, 9-17-02, 2-18-20

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 7000

Facilities

AR 7140(a)

## Architectural And Engineering Services

~~The Governing Board shall engage the services of a licensed architect(s) holding a valid certificate or engineer(s) holding a valid certificate for the preparation of plans, specifications or estimates for any construction project, through a signed contract. (Education Code 17302)~~

~~(cf. 3312 - Contracts)~~

Contractors for any architectural, landscape architectural, engineering, environmental, land surveying, or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. ~~Ensures that projects entail~~ Assures maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100-

~~(cf. 9270 - Conflict of Interest)~~

The selection process may also include: (Government Code 4527)

1. ~~Detailed evaluations~~ Evaluation of current statements of ~~prospective contractors'~~ qualifications and performance data on file with the district and evaluation of statements that may be submitted by other firms regarding the proposed project
2. Discussion with at least three firms regarding anticipated concepts and the relative utility of alternative approaches for furnishing the required services ~~with at least three firms~~
3. Selection, in order of preference, of at least three firms deemed to be the most highly qualified to provide the required services; in accordance with established district criteria and recommended in order of preference

The district shall negotiate a contract with the best qualified firm at compensation determined by the district to be fair and reasonable. If the district is unable to negotiate a contract with the most qualified firm, the district shall negotiate a contract with the second most qualified firm

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 7000*

*Facilities*

*AR 7140(b)*

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and, if unsuccessful, with the third most qualified firm. If the district is unable to negotiate a satisfactory contract with any of the selected firms, the district shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached. (Government Code 4528)

The above procedures shall not apply if the Superintendent or designee determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest. (Government Code 4529)

*(cf. 3311 - Bids)*

Contracts shall specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the ~~contractor~~ architect or structural engineer shall become the property of the district. The contract shall also specify terms and conditions for reuse within the district of any plans prepared by the architect or structural engineer. (Education Code 17316)

A contract may be awarded to a single entity for both design and construction of any school facility in excess of \$1,000,000 in accordance with AR 3311.3 - Design-Build Contracts. (Education Code 17250.20)

*(cf. 3311.3 - Design-Build Contracts)*

Adopted: 3-20-01

Amended: 9-17-02, 2-18-20

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: VII.1. REVISED MONTH 5 ENROLLMENT AND ATTENDANCE REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review the revised status report on District enrollment and attendance through Month 5 of the 2019-20 school year?

**BACKGROUND:** As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

**FISCAL IMPACT:** None. Information only.

**RECOMMENDATION:** None. Information only.

Prepared by: Lynn Framer, Senior Accountant  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

Month 5 Revised: November 25, 2019 - December 20, 2019										Year to Date Revised: August 5, 2019 - December 20, 2019									
	Enrollment Comparison			ADA Comparison			ADA% Comparison				Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance		2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance
BES										BES									
K	107	95	12	103.40	89.75	13.65	96.64%	94.47%	2.16%	K	107	95	12	103.01	92.36	10.65	96.27%	97.22%	-0.95%
1	79	83	(4)	76.47	80.05	(3.58)	96.80%	96.45%	0.35%	1	79	83	(4)	77.02	81.70	(4.68)	97.49%	98.43%	-0.94%
2	104	83	21	101.13	80.60	20.53	97.24%	97.11%	0.13%	2	104	83	21	100.56	82.82	17.74	96.69%	99.78%	-3.09%
3	93	82	11	89.40	78.85	10.55	96.13%	96.16%	-0.03%	3	93	82	11	89.49	78.99	10.50	96.23%	96.33%	-0.10%
4	93	97	(4)	89.07	92.55	(3.48)	95.77%	95.41%	0.36%	4	93	97	(4)	90.00	95.35	(5.35)	96.77%	98.30%	-1.52%
5	114	122	(8)	108.40	120.35	(11.95)	95.09%	98.65%	-3.56%	5	114	122	(8)	109.16	121.73	(12.57)	95.75%	99.78%	-4.02%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	590	562	28	567.87	542.15	25.72	96.25%	96.47%	-0.22%	Total	590	562	28	569.24	552.95	16.29	96.48%	98.39%	-1.91%
OHES										OHES									
K	102	93	9	98.47	89.70	8.77	96.54%	96.45%	0.09%	K	102	93	9	97.28	90.17	7.11	95.37%	96.96%	-1.58%
1	82	87	(5)	79.47	84.65	(5.18)	96.91%	97.30%	-0.38%	1	82	87	(5)	79.07	84.53	(5.46)	96.43%	97.16%	-0.73%
2	77	82	(5)	75.87	79.75	(3.88)	98.53%	97.26%	1.28%	2	77	82	(5)	76.85	80.89	(4.04)	99.81%	98.65%	1.16%
3	82	80	2	79.93	77.65	2.28	97.48%	97.06%	0.41%	3	82	80	2	79.52	76.58	2.94	96.98%	95.73%	1.25%
4	80	96	(16)	77.33	94.55	(17.22)	96.66%	98.49%	-1.83%	4	80	96	(16)	77.93	93.42	(15.49)	97.41%	97.31%	0.10%
5	95	98	(3)	92.87	94.20	(1.33)	97.76%	96.12%	1.64%	5	95	98	(3)	92.20	95.52	(3.32)	97.05%	97.47%	-0.42%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	518	536	(18)	503.94	520.50	(16.56)	97.29%	97.11%	0.18%	Total	518	536	(18)	502.85	521.11	(18.26)	97.08%	97.22%	-0.15%
ROES										ROES									
K	130	121	9	126.40	115.65	10.75	97.23%	95.58%	1.65%	K	130	121	9	125.32	113.46	11.86	96.40%	93.77%	2.63%
1	108	84	24	103.87	82.05	21.82	96.18%	97.68%	-1.50%	1	108	84	24	104.19	83.31	20.88	96.47%	99.18%	-2.71%
2	82	84	(2)	81.27	82.65	(1.38)	99.11%	98.39%	0.72%	2	82	84	(2)	82.09	83.71	(1.62)	100.11%	99.65%	0.45%
3	84	107	(23)	82.13	104.10	(21.97)	97.77%	97.29%	0.48%	3	84	107	(23)	82.43	103.53	(21.10)	98.13%	96.76%	1.37%
4	112	99	13	107.07	94.35	12.72	95.60%	95.30%	0.30%	4	112	99	13	108.79	95.10	13.69	97.13%	96.06%	1.07%
5	95	96	(1)	91.40	94.40	(3.00)	96.21%	98.33%	-2.12%	5	95	96	(1)	91.67	95.22	(3.55)	96.49%	99.19%	-2.69%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	611	591	20	592.14	573.20	18.94	96.91%	96.99%	-0.07%	Total	611	591	20	594.49	574.33	20.16	97.30%	97.18%	0.12%
MCMS										MCMS									
6	367	354	13	358.00	345.20	12.80	97.55%	97.51%	0.03%	6	367	354	13	360.83	347.70	13.13	98.32%	98.22%	0.10%
7	357	348	9	344.60	339.10	5.50	96.53%	97.44%	-0.92%	7	357	348	9	346.83	341.67	5.16	97.15%	98.18%	-1.03%
8	355	381	(26)	344.73	368.45	(23.72)	97.11%	96.71%	0.40%	8	355	381	(26)	349.33	373.50	(24.17)	98.40%	98.03%	0.37%
SDC	-	1	(1)	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	1,079	1,084	(5)	1,047.33	1,052.75	(5.42)	97.06%	97.12%	-0.05%	Total	1,079	1,083	(4)	1,056.99	1,062.87	(5.88)	97.96%	98.14%	-0.18%
OPHS										OPHS									
9	385	399	(14)	379.07	390.45	(11.38)	98.46%	97.86%	0.60%	9	385	399	(14)	381.72	393.73	(12.01)	99.15%	98.68%	0.47%
10	388	396	(8)	382.67	388.15	(5.48)	98.63%	98.02%	0.61%	10	388	396	(8)	383.97	390.33	(6.36)	98.96%	98.57%	0.39%
11	371	358	13	364.20	350.30	13.90	98.17%	97.85%	0.32%	11	371	358	13	366.72	354.08	12.64	98.85%	98.91%	-0.06%
12	348	379	(31)	332.47	363.05	(30.58)	95.54%	95.79%	-0.25%	12	348	379	(31)	337.11	366.27	(29.16)	96.87%	96.64%	0.23%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	1,492	1,532	(40)	1,458.41	1,491.95	(33.54)	97.75%	97.39%	0.36%	Total	1,492	1,532	(40)	1,469.52	1,504.41	(34.89)	98.49%	98.20%	0.29%
OVHS										OVHS									
10-12	39	37	2	34.05	35.19	(1.14)	87.31%	95.11%	-7.80%	10-12	39	42	(3)	34.94	33.86	1.08	89.59%	80.62%	8.97%
OPIS										OPIS									
K-12	160	196	(36)	163.21	201.50	(38.29)	102.01%	102.81%	-0.80%	K-12	160	196	(36)	160.49	202.28	(41.79)	100.31%	103.20%	-2.90%
Other***	3	3	-	2.63	3.23	(0.60)				Other***	3	3	-	2.63	3.23	(0.60)			
Total	4,492	4,541	(49)	4,369.58	4,420.47	(50.89)	97.27%	97.35%	-0.07%	Total	4,492	4,545	(53)	4,391.15	4,455.04	(63.89)	97.75%	98.02%	-0.27%

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 18, 2020**  
**SUBJECT: VII.2. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of January 31st of the 2019-20 fiscal year?

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

**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,

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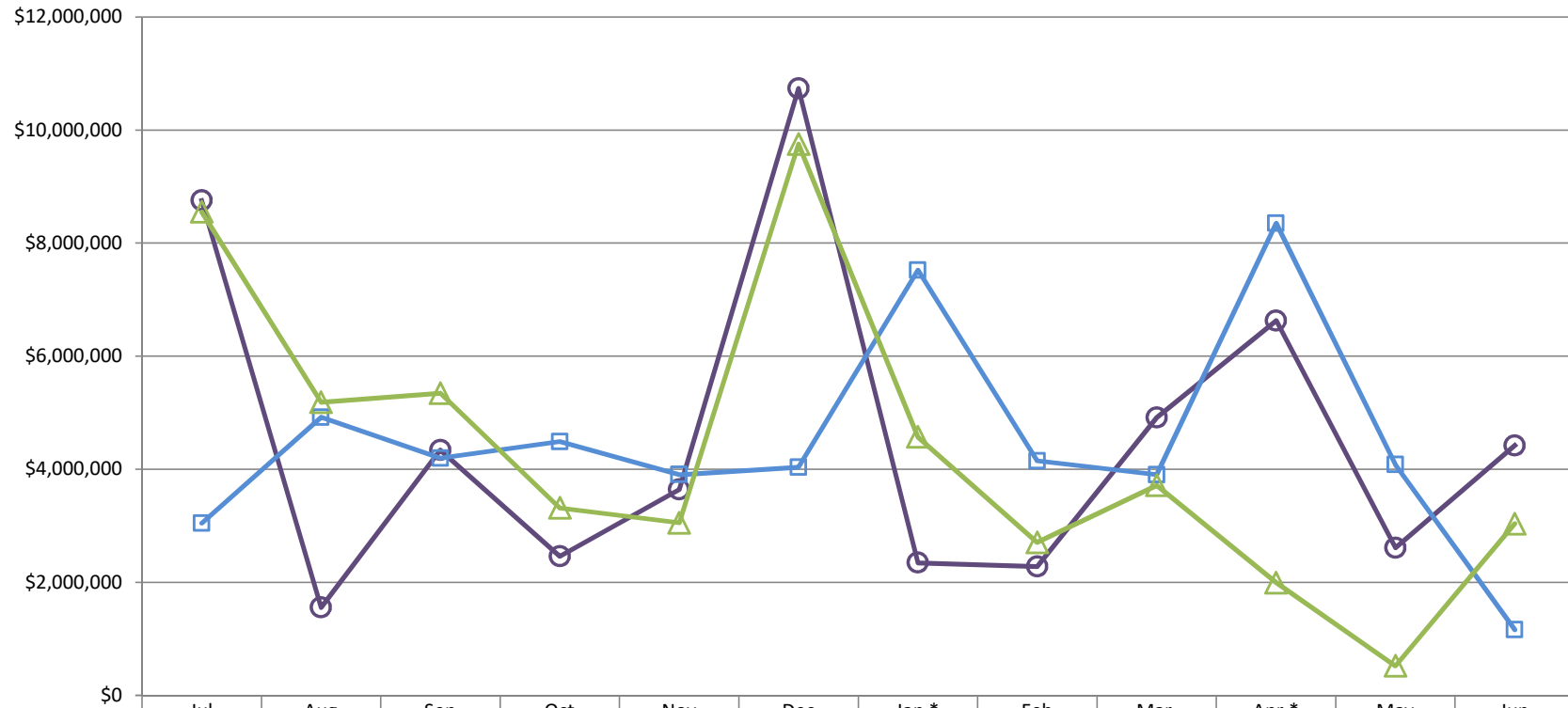
Anthony W. Knight, Ed.D.  
Superintendent



OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2019-20 Budget															
Budget: 1st Interim															
Actuals through January 31, 2020															
	BEGINNING BALANCE BASED ON 2018-19 YEAR-END ACTUALS														
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$2,842,457	\$8,550,388	\$5,184,554	\$5,343,562	\$3,313,783	\$3,049,306	\$9,750,021	\$4,570,930	\$2,703,804	\$3,713,674	\$1,991,234	\$520,463		
B. RECEIPTS															
Revenue Limit Sources															
Principal Apportionment	8010-8019	1,021,475	1,021,475	3,672,956	1,838,654	1,838,654	3,672,957	1,838,654	1,842,583	3,573,567	1,842,583	1,842,583	3,573,569	0	27,579,710
Property Taxes	8020-8079	83,032	247	0	31,794	402,449	6,377,656	147,132	50	65,269	4,375,110	124,331	181,198	36,499	11,824,767
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	0	3,107	0	0	-17,181	0	78,598	0	0	1,003,227	28,717	1,120,107
Other State Revenue	8300-8599	9,629	104,031	250,955	-297,473	196,295	299,652	0	0	0	126,796	138,343	583,023	0	1,411,250
Other Local Revenue	8600-8799	279,040	405,411	358,489	499,343	406,173	391,115	352,235	252,738	381,935	283,852	504,009	298,771	-72,905	4,340,206
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	286,920	0	286,920
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,416,815	1,531,164	4,282,400	2,075,424	2,843,571	10,741,380	2,320,840	2,095,371	4,099,369	6,628,341	2,609,266	5,926,707	-7,689	46,562,960
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	332,820	2,133,273	2,163,652	2,227,431	2,220,902	2,202,547	2,206,709	2,207,933	2,188,131	2,196,504	2,303,009	290,571	-31,487	22,641,995
Classified Salaries	2000-2999	231,055	685,645	654,385	670,388	656,009	646,633	653,508	655,117	625,257	623,788	667,357	393,781	-46,037	7,116,887
Employee Benefits	3000-3999	103,031	1,021,131	1,036,724	1,034,949	1,040,039	1,040,715	1,099,972	1,019,203	1,019,628	1,016,161	1,042,436	206,912	-86,611	10,594,288
Books, Supplies	4000-4999	52,608	586,061	239,703	60,253	50,218	48,967	44,393	90,580	131,387	44,781	112,696	33,727	45,162	1,540,536
Services	5000-5999	128,464	808,025	281,514	596,542	205,777	226,093	98,320	331,924	190,260	476,875	170,360	352,028	366,549	4,232,730
Capital Outlay	6000-6599	0	0	93,708	31,373	7,613	5,206	-14,910	0	0	0	0	0	676	123,666
Other Outgo - Excess Costs	7000-7499	55,729	17,150	18,664	66,470	34,910	98,067	4,737	23,139	-2,127	-2,127	23,139	117,661	5,719	461,130
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	5,251,284	4,488,350	4,687,407	4,215,468	4,268,229	4,092,728	4,327,896	4,152,536	4,355,982	4,318,997	1,499,594	253,970	46,816,146
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	111,346	23,216	54,645	383,258	796,611	-5,607	24,127	184,054	813,651	0	478	-1,507,863	0	877,915
Due From Other Funds	9310	0		16,520	0	0									
Prepaid Expenditures	9330	261													
Accounts Payable	9500	-2,141,786	331,070	293,792	198,946	310,809	233,171	184,870	181,344	249,386	-382,299	238,482	340,176	0	37,962
Unearned Revenues	9650	0	0	0	0	0	0	-3,699	0	0	0	0	0	0	(3,699)
Cash Loans from Other Funds	9610	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	354,287	364,957	582,204	1,107,420	227,564	-3,407,203	365,399	1,063,037	-3,994,799	238,960	-1,912,792	0	167,073
E. NET INCREASE/DECREASE (B-C+D)		5,707,930	-3,365,833	159,008	-2,029,778	-264,477	6,700,715	-5,179,091	-1,867,126	1,009,870	-1,722,440	-1,470,771	2,514,321	-261,659	(86,113)
F. ENDING CASH (A+E)		8,550,388	5,184,554	5,343,562	3,313,783	3,049,306	9,750,021	4,570,930	2,703,804	3,713,674	1,991,234	520,463	3,034,784	-261,659	(86,113)
G. ENDING CASH, PLUS ACCRUALS														2,773,126	

# OPUSD - Cashflow

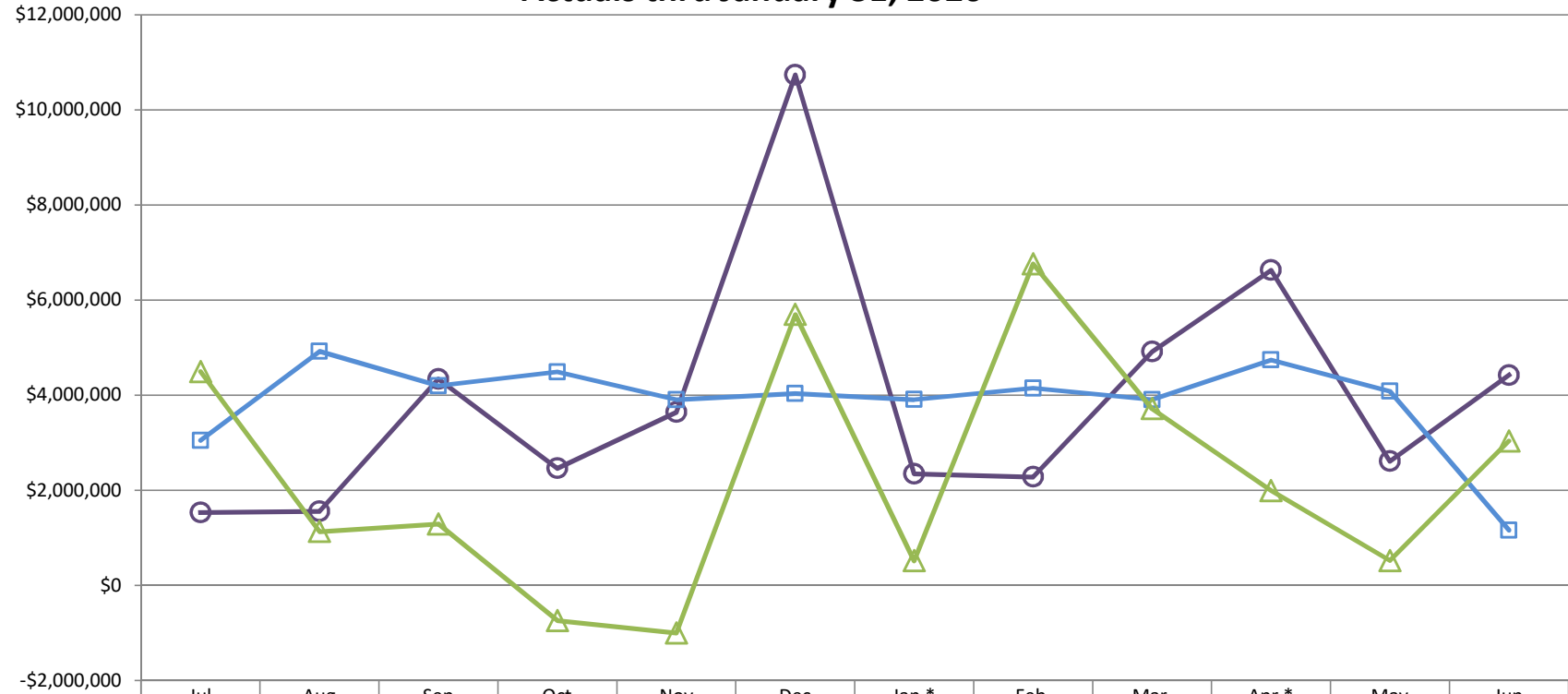
## Actuals thru January 31, 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	8,753,161	1,554,380	4,337,045	2,458,682	3,640,182	10,735,773	2,344,966	2,279,426	4,913,020	6,628,341	2,609,744	4,418,844
Expense + AP	3,045,492	4,920,214	4,194,557	4,488,460	3,904,659	4,035,058	7,520,359	4,146,552	3,903,150	8,350,781	4,080,515	1,159,418
Cash Balance	8,550,388	5,184,554	5,343,562	3,313,783	3,049,306	9,750,021	4,570,930	2,703,804	3,713,674	1,991,234	520,463	3,034,784

\* 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 January 31, 2020**



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,528,161	1,554,380	4,337,045	2,458,682	3,640,182	10,735,773	2,344,966	2,279,426	4,913,020	6,628,341	2,609,744	4,418,844
Expense + AP	3,045,492	4,920,214	4,194,557	4,488,460	3,904,659	4,035,058	3,907,859	4,146,552	3,903,150	4,738,281	4,080,515	1,159,418
Cash Balance	4,495,388	1,129,554	1,288,562	-741,217	-1,005,694	5,695,021	515,930	6,758,804	3,713,674	1,991,234	520,463	3,034,784

**\* 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.**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: VII.3. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**

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INFORMATION

**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through February 7, 2020?

**BACKGROUND:** As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

**FISCAL IMPACT:** None - for information only.

**RECOMMENDATION:** None - for information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management					-		-			
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Management Salaries	802,914	283,629	-	1,086,543	1,086,563	(20)	849,435	237,128	Future	N PROGRESS
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su	251,000	-	-	251,000	197,821	53,179	194,200	3,622	In Design	IN PROGRESS
Measure S General CM Services-Balfour	462,811	-	-	462,811	475,785	(12,974)	475,785	-	In Design	IN PROGRESS
	1,762,706	313,029	-	2,075,735	2,034,729	41,006	1,776,531	258,198		
19-31S Security Raptor Software Districtwide					-		-			
19-31S Security Raptor Software Districtwide (3)	45,710	-	-	45,710	45,710	-	45,367	343	In Construction	
	45,710	-	-	45,710	45,710	-	45,367	343		
Brookside Elementary School					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1)	748,857	538,425	-	1,287,282	1,319,331	(32,049)	1,287,939	31,392	Closeout	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	398,515	3,250,235	325,755	72,760	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	10,640	560	Out for Bid	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	23,782	1,252	In Construction	
	4,547,181	496,975	-	5,044,156	1,825,970	3,218,186	1,720,006	105,964		
District Office					-		-			
19-17S District Office Emergency Generator	65,625	-	-	65,625	22,640	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	78,041	-	-	78,041	35,056	42,985	25,806	9,250		
District Wide					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract (3)	270,374	-	-	270,374	103,812	166,562	60,545	43,267	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
	8,158,192	47,062	-	8,205,254	8,034,735	170,519	7,991,133	43,602		
King James Court					-		-			
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	15,700	-	-	15,700	15,700	-	15,700	-		
Medea Creek Middle School					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (4)	5,412,011	-	-	5,412,011	4,596,693	815,318	407,120	4,189,573	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19

18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
	<b>7,793,139</b>	<b>98,598</b>	-	<b>7,891,738</b>	<b>7,148,239</b>	<b>743,498</b>	<b>2,939,064</b>	<b>4,209,175</b>		
<b>Oak Hills Elementary School</b>						-		-		
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	506,145	(37,928)	215,220	290,925	In Planning	IN PROGRESS
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	97,812	-	-	97,812	99,555	(1,743)	99,555	-	In Close-Out	
19-13S OHES Fencing @ Park	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
	<b>832,605</b>	<b>48,970</b>	<b>54,800</b>	<b>936,375</b>	<b>955,511</b>	<b>(19,136)</b>	<b>664,411</b>	<b>291,099</b>		
<b>Oak Hills Elementary School</b>						-		-		
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	-	11,732	-	-	Future	
	<b>11,732</b>	-	-	<b>11,732</b>	-	<b>11,732</b>	-	-		
<b>Oak Park High School</b>						-		-		
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Construction	
19-27S Repair Wood Columns @OPHS (3)	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
	<b>1,231,423</b>	<b>(211,302)</b>	-	<b>1,020,121</b>	<b>945,440</b>	<b>74,681</b>	<b>945,440</b>	-		
<b>Oak Park High School</b>						-		-		
19-19S Art Court Phase II	250,000	-	-	250,000	171,461	78,539	87,520	83,941	In Construction	
	<b>250,000</b>	-	-	<b>250,000</b>	<b>171,461</b>	<b>78,539</b>	<b>87,520</b>	<b>83,941</b>		
<b>Oak Park Neighborhood School</b>						-		-		
19-08S OPNS Arch Svcs for DSA Certific (1) (3)	189,285	(28,453)	-	160,832	191,285	(30,453)	30,453	160,832	In Close-Out	BOARD APPROVED 4/23/19
	<b>189,285</b>	<b>(28,453)</b>	-	<b>160,832</b>	<b>191,285</b>	<b>(30,453)</b>	<b>30,453</b>	<b>160,832</b>		
<b>Oak View High School</b>						-		-		
19-26S Reno Bldg Ext at OVHS	175,000	-	-	175,000	142,100	32,900	5,320	136,780	Future	
	<b>175,000</b>	-	-	<b>175,000</b>	<b>142,100</b>	<b>32,900</b>	<b>5,320</b>	<b>136,780</b>		
<b>Proj 20-01S Next Generation MacBook Pro Pilot Program</b>						-		-		
20-01S Next Generation MacBook Pro Pilot Program	20,500	-	-	20,500	-	20,500	-	-	Future	
	<b>20,500</b>	-	-	<b>20,500</b>	-	<b>20,500</b>	-	-		
<b>Proj 20-02S Interactive Flat Panel Displays for Elememntary School Creativity &amp; Innovation Labs</b>						-		-		
20-02S Interactive Flat Panel Displays for Elememn	15,000	-	-	15,000	-	15,000	-	-	Future	
	<b>15,000</b>	-	-	<b>15,000</b>	-	<b>15,000</b>	-	-		
<b>Proj 20-05S Basketball Courts Resurfacing at OPHS</b>						-		-		
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	-	20,052	-	-	Future	
	<b>20,052</b>	-	-	<b>20,052</b>	-	<b>20,052</b>	-	-		
<b>Red Oak Elementary School</b>						-		-		
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement	6,021,482	-	-	6,021,482	588,399	5,433,083	417,978	170,421	In Planning	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	
19-16S ROES Phase 2 Safety/Security Fencing	75,873	-	-	75,873	69,615	6,258	69,615	-	In Close-Out	
	<b>6,299,044</b>	<b>(4,981)</b>	-	<b>6,294,063</b>	<b>836,682</b>	<b>5,457,381</b>	<b>666,261</b>	<b>170,421</b>		
<b>TEC - Additional Security Cameras Districtwide Phase 4</b>						-		-		
19-24S Additional Security Cameras DW Phase 4	38,029	-	-	38,029	38,029	-	38,029	-	In Close-Out	
	<b>38,029</b>	-	-	<b>38,029</b>	<b>38,029</b>	-	<b>38,029</b>	-		
<b>TECH</b>						-		-		
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 Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	-	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgrm Grds 5-12	670,000	121,266	-	791,266	762,556	28,709	669,293	93,263	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2 (1) (2) (4)	243,400	-	7,935	251,335	251,335	(0)	251,335	-	In Design	BOARD APPROVED 6-4-19
	<b>2,302,332</b>	<b>187,933</b>	<b>7,935</b>	<b>2,498,199</b>	<b>2,267,515</b>	<b>230,684</b>	<b>2,152,960</b>	<b>114,555</b>		
<b>Totals</b>	<b>33,785,671</b>	<b>947,830</b>	<b>62,735</b>	<b>34,796,237</b>	<b>24,688,163</b>	<b>10,108,074</b>	<b>19,104,001</b>	<b>5,584,162</b>		



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 18, 2020**

**SUBJECT: VII.4. MONTHLY GENERAL FUND BUDGET REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's General Fund operating budget through January 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,

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Anthony W. Knight, Ed.D.  
Superintendent



## Fiscal13a

## Financial Statement

Fund 01		Fiscal Year 2019/20 Through January 2020					
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rec'd
<b>REVENUE DETAIL</b>							
<b>LCFF Revenue Sources</b>							
8011-8019	LCFF State Aid	28,352,166.00	27,579,710.00		14,904,825.00	12,674,885.00	54.04%
8020-8079	Property Taxes	11,617,675.00	11,824,767.00		7,042,310.08	4,782,456.92	59.56%
	<b>Total LCFF Revenue Sources</b>	<b>39,969,841.00</b>	<b>39,404,477.00</b>		<b>21,947,135.08</b>	<b>17,457,341.92</b>	<b>55.70%</b>
<b>Federal Revenues</b>							
8100-8299	Federal Revenues	1,100,171.00	1,120,107.00		9,564.81	1,110,542.19	0.85%
<b>Other State Revenues</b>							
8300-8599	Other State Revenues	1,170,234.00	1,411,250.00		563,088.61	848,161.39	39.90%
<b>Other Local Revenue</b>							
8600-8799	Other Local Revenues	4,019,911.00	4,340,206.00		2,691,805.23	1,648,400.77	62.02%
	<b>Total Year To Date Revenues</b>	<b>46,260,157.00</b>	<b>46,276,040.00</b>		<b>25,211,593.73</b>	<b>21,064,446.27</b>	<b>54.48%</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>EXPENDITURE DETAIL</b>							
<b>Certificated Salaries</b>							
1100-1199	Certificated Teacher Salaries	18,011,460.00	18,109,186.00	7,016,355.41	10,874,076.94	218,753.65	60.05%
1160	Certificated Salaries Stipends	396,182.00	462,800.00	153,485.98	185,756.22	123,557.80	40.14%
1200	Certificated Pupil Support Salaries	1,826,848.00	1,810,547.00	725,575.72	1,098,907.55	13,936.27-	60.69%
1260	Counselor Stipend	.00	.00	13,100.00	.00	13,100.00-	0.00%
1300	Certificated Supervisors' & Administrators' Salaries	2,226,056.00	2,259,462.00	927,064.55	1,328,593.19	3,804.26	58.80%
	<b>Total Certificated Salaries</b>	<b>22,460,546.00</b>	<b>22,641,995.00</b>	<b>8,835,581.66</b>	<b>13,487,333.90</b>	<b>319,079.44</b>	<b>59.57%</b>
<b>Classified Salaries</b>							
2100	Classified Instructional Salaries	2,695,017.00	2,538,851.00	966,721.38	1,518,626.43	53,503.19	59.82%
2200	Classified Support Salaries	1,699,399.00	1,687,537.00	674,703.04	1,025,883.87	13,049.91-	60.79%
2300	Classified Supervisors' & Administrators' Salaries	430,093.00	386,109.00	138,975.30	247,133.93	.23-	64.01%
2400	Clerical, Technical, & Office Staff Salaries	1,928,427.00	1,936,015.00	770,439.31	1,048,789.50	116,786.19	54.17%
2900	Other Classified Salaries	543,820.00	568,375.00	211,969.64	357,190.26	784.90-	62.84%
	<b>Total Classified Salaries</b>	<b>7,296,756.00</b>	<b>7,116,887.00</b>	<b>2,762,808.67</b>	<b>4,197,623.99</b>	<b>156,454.34</b>	<b>58.98%</b>
<b>Employee Benefits</b>							
3100	State Teachers' Retirement System	3,679,833.00	3,809,250.00	1,510,571.94	2,259,730.22	38,947.84	59.32%
3200	Public Employees' Retirement System	1,110,970.00	972,059.00	398,288.41	572,717.65	1,052.94	58.92%
3400	Health & Welfare Benefits	4,470,925.00	4,539,463.00	1,782,701.76	2,803,686.84	46,925.60-	61.76%
3300-3900	All Other Statutory Costs	1,357,637.00	1,273,516.00	481,652.48	740,424.48	51,439.04	58.14%
	<b>Total Employee Benefits</b>	<b>10,619,365.00</b>	<b>10,594,288.00</b>	<b>4,173,214.59</b>	<b>6,376,559.19</b>	<b>44,514.22</b>	<b>60.19%</b>
<b>Books and Supplies</b>							
4100	Approved Textbooks and Core Curricula Materials	377,429.00	338,247.00	1,650.64	260,354.14	76,242.22	76.97%
4200	Other Books and Reference Material	22,883.00	86,445.00	5,295.31	41,777.19	39,372.50	48.33%
4300	Materials & Supplies	658,012.00	659,446.00	221,784.22	333,286.27	104,375.51	50.54%
4400	Noncapitalized Equipment	270,510.00	456,006.00	649.64	446,785.89	8,570.47	97.98%
	<b>Total Books and Supplies</b>	<b>1,328,834.00</b>	<b>1,540,144.00</b>	<b>229,379.81</b>	<b>1,082,203.49</b>	<b>228,560.70</b>	<b>70.27%</b>
<b>Services and Other Operating Expenditures</b>							
5200	Travel and Conference	126,231.00	206,181.00	18,379.53	78,036.34	109,765.13	37.85%
5300	Dues and Memberships	39,625.00	43,707.00	519.83	39,376.74	3,810.43	90.09%
5400	Insurance	266,842.00	403,653.00	.00	403,653.00	.00	100.00%

5500	Operations & Housekeeping Services	724,411.00	702,624.00	306,972.55	320,305.49	75,345.96	45.59%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	423,873.00	420,939.00	94,831.61	313,967.05	12,140.34	74.59%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,888,315.00	2,135,242.00	700,954.54	1,087,185.97	347,101.49	50.92%
5899	Legal Fees	192,346.00	192,346.00	156,340.51	38,393.49	2,388.00-	19.96%
5900	Telephone and Communications	121,669.00	128,430.00	48,038.21	63,815.86	16,575.93	49.69%
<b>Total Services and Other Operating Expenditures</b>		<b>3,783,312.00</b>	<b>4,233,122.00</b>	<b>1,326,036.78</b>	<b>2,344,733.94</b>	<b>562,351.28</b>	<b>55.39%</b>
<b>Capital Outlay</b>							
6000	Capital Outlay	310,542.00	123,666.00	.00	122,990.07	675.93	99.45%
<b>Tuition</b>							
7100	Tuition	367,703.00	383,527.00	.00	252,763.68	130,763.32	65.91%
<b>Debt Service</b>							
7438	Debt Service - Interest	18,373.00	18,373.00	7,321.85	7,321.84	3,729.31	39.85%
7439	Debt Service - Principal	59,230.00	59,230.00	21,713.79	35,640.69	1,875.52	60.17%
<b>Total Debt Service</b>		<b>77,603.00</b>	<b>77,603.00</b>	<b>29,035.64</b>	<b>42,962.53</b>	<b>5,604.83</b>	<b>55.36%</b>
<b>Total Year To Date Expenditures</b>		<b>46,244,661.00</b>	<b>46,711,232.00</b>	<b>17,356,057.15</b>	<b>27,907,170.79</b>	<b>1,448,004.06</b>	<b>59.74%</b>

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
<b>OTHER FINANCING SOURCES</b>									
<b>Other Financing Sources</b>									
8919	Other Authorized Interfund Transfer In	.00	286,920.00	.00	.00	.00	286,920.00	.00	0.00%
<b>Total Other Financing Sources</b>		<b>.00</b>	<b>286,920.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>286,920.00</b>	<b>.00</b>	<b>0.00%</b>
<b>Total Year To Date Other Financing Sources</b>		<b>.00</b>	<b>286,920.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>286,920.00</b>	<b>.00</b>	<b>0.00%</b>

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
<b>OTHER FINANCING USES</b>									
<b>Interfund Transfers Out</b>									
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	54,914.00	.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	50,000.00	.00	.00	.00	50,000.00	.00	0.00%
<b>Total Interfund Transfers Out</b>		<b>104,914.00</b>	<b>104,914.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>104,914.00</b>	<b>.00</b>	<b>0.00%</b>
<b>Total Year To Date Other Financing Uses</b>		<b>104,914.00</b>	<b>104,914.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>104,914.00</b>	<b>.00</b>	<b>0.00%</b>

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	46,276,040.00		25,211,593.73	21,064,446.27	54.48%
	B. Expenditures	46,244,661.00	46,711,232.00	17,356,057.15	27,907,170.79	1,448,004.06	59.74%
	C. Subtotal (Revenues LESS Expense)	15,496.00	435,192.00-		2,695,577.06-	19,616,442.21	
	D. Other Financing Sources & Uses						
	Source	.00	286,920.00		.00	286,920.00	0.00%
	LESS Uses	104,914.00	104,914.00		.00	104,914.00	0.00%
	E. Net Change in Fund Balance	89,418.00-	253,186.00-		2,695,577.06-	19,798,448.21	
	F. Fund Balance						
	Beginning Balance (9791)	878,078.00	671,656.00		671,661.36		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	878,078.00	671,656.00		671,661.36		
	G. Calculated Ending Balance	788,660.00	418,470.00		2,023,915.70-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	788,660.00	418,470.00				
	Other				17,356,057.15		