

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #989**

DATE: March 17, 2020

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

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

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

**BOARD OF EDUCATION**

**Barbara Laifman, President**

**Allen Rosen, Vice President**

**Drew Hazelton, Clerk**

**Derek Ross, Member**

**Denise Helfstein, Member**

**Anna Stephens, Student Board Member**



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

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

**Ragini Aggarwal, Executive Assistant**

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

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

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

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

**Susan Roberts, Director, Pupil Services**

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

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

**COPY OF ENTIRE AGENDA ON WEB SITE**

[www.opusd.org](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, April 21, 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 #989  
March 17, 2020**

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

**CLOSED SESSION: 5:00 p.m.**

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

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

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

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

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

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

**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 the Partners in Education Award to Brandon McFadden
2. Remarks from Board Members
3. Remarks from Superintendent
4. Report from Oak Park Education Foundation
5. Report on BrightBytes Data & Technology Update, Dr. Jay Greenlinger & Enoch Kwok

### **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 February 18, 2020](#)**

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

**b. [Public Employee/Employment Changes 01CL24526-01CL24551 & 01CE10102-01CE10134](#)**

*Board approval required for public employee employment and changes*

**c. [Approve Purchase Orders – February 1 – February 29, 2020](#)**

*Board Policy 3300 requires Board approval of Purchase Orders*

**d. [Ratify Student Teacher Agreement with National University](#)**

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

**e. [Approve Change Order 2, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School](#)**

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

**f. [Ratify Change Order 1, Construction Services Agreement with SBS Corporation for Project 18-21S, Classroom Replacement at Medea Creek Middle School](#)**

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

**g. [Deny Claim No. 2020-01 for Alleged Injuries](#)**

*Board approval required for Denial of Claims*

#### **ACTION**

#### **2. BUSINESS SERVICES**

**a. [Adopt Resolution #2020-07, Calling To Increase Local Control Funding for California's Public Schools](#)**

*Board approval required to approve Resolution supporting the increase of Local Control Funding for California Public Schools*

**b. [Approve Certification of 2019-2020 Second Interim Financial Report and Budget Revisions](#)**

*Board approval required for Certification of Second Interim Budget Revisions*

**c. [Adopt Resolution #2020-08, Participation in CSBA California School Cash Reserve Program](#)**

*Board approval required to approve Resolution to participate in TRAN*

**d. Approve Amendments to Architectural Service Agreement with HED for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School**

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

**e. Authorize Measure S Project 20-08S, Apple iPad Air Refresh and Award Related Equipment Purchase Contract**

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

**f. Authorize Measure S Project 20-09S, District Network Firewall Refresh and Award Related Equipment Purchase and Installation Contract**

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

**g. Approve Acceptance of Donation**

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

**3. CURRICULUM AND INSTRUCTION**

**a. Review and Discuss Data from the LCAP Survey**

*Board will receive the results of the LCAP survey administered to students, parents, and staff*

**b. Approve 2019-20 School Plans for Student Achievement**

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

**c. Approve Additional Instructional Material for the AP English III Class at OPHS**

*Board approval required for additional instructional materials*

**d. Approve New Course at OPHS College Preparatory(CP) Environmental Science**

*Board approval required for new curriculum and textbooks*

**e. Approve New Course at OPHS Honors Spanish Culture and Film**

*Board approval required for new curriculum and textbooks*

**f. Approve Additional PE Courses for OPHS Grades 10 through 12**

*Board approval required for new curriculum and textbooks*

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

*Board approval required for alternative assignments for Sexual Health Curriculum*

**4. BOARD POLICIES**

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

*Board policy updated to add the requirement, when submitting a general waiver request to the State Board of Education, to include a written summary of any objections to the request by school site councils or advisory committees, as applicable. Policy adds the requirement that a request pertaining to a regional occupational center or program operated by a joint powers agency be submitted as a joint waiver request with other participating districts. Policy reflects guidance in CDE's General Waiver Instructions regarding proper notice for a public hearing on a waiver request proposal.*

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

*Board Policy updated to reflect NEW LAW (AB 5) which codifies a three-part test, established in Dynamex Operations West Inc. v. Superior Court of Los Angeles, to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor. Policy also updates the statement on nondiscrimination to include additional protected categories, and reflects law regarding harassment of or by an independent contractor.*

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

*Board Policy and regulation updated to delete material related to transfers under the state Open Enrollment Act and federal Program Improvement, as those programs are no longer operational. Policy also reflects NEW LAW (AB 1127) which requires districts to approve an intradistrict transfer request for a student who is a victim of bullying, as defined. Optional item added for districts electing to offer intradistrict transfers to all students in a school identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), in which case priority must be given to the lowest achieving students from low-income families. Regulation revised to clarify timelines for transfers out of schools identified by CDE as "persistently dangerous." For districts that offer transfers out of CSI schools, regulation allows a transfer student the opportunity to remain in the school of enrollment until completing the highest grade offered at that school.*

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

*Board Policy updated to reflect NEW LAW (AB 1127) which requires districts to provide transportation assistance to transfer students who are victims of bullying or are children of active duty military parents/guardians, if they are also eligible for free or reduced-priced meals. Regulation updated to reflect provisions of AB 1127 which (1) prohibit consideration of specified characteristics when selecting students for transfer who are victims of bullying or children of active duty military parents/guardians and (2) require a district to accept a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level.*

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

*Board Policy updated to reflect NEW LAW (AB 1127) which requires a district to approve an intradistrict transfer request for a victim of bullying and, if the district does not have another school with the same grade level, allows a victim of bullying to transfer out of the district. Regulation updated to reflect NEW LAW (AB 34) which requires districts to make specified information on bullying and harassment prevention readily accessible on their web sites beginning in the 2020-21 school year.*

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

*Board Policy updated to reflect NEW LAW (SB 223) which authorizes the board to adopt policy whether to allow a parent/guardian, but not school personnel, to administer medicinal cannabis in a nonsmokeable, nonvapeable form at a school site to a student who is a qualified patient. Policy explains the conflict between state and federal law and provides options for districts to authorize or not authorize administration of medicinal cannabis at a school site. Regulation reflects NEW LAW (AB 743) which requires districts to accept a physician statement for inhaled asthma medication from a health plan operating under the laws of Mexico that is licensed in California.*

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

*Board Bylaw updated to clarify circumstances under which the board may exercise flexibility in allocating time for public input to ensure full opportunity for public input and presentation of the diversity of viewpoints.*

## **VII INFORMATION ITEMS**

- 1. Revised Month 6 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      2-18-2020      #988**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:37 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, and Mr. Derek Ross, Member,

**BOARD ABSENT**

Mr. Drew Hazelton, Clerk and Ms. Denise Helfstein, Member.

**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):** 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)**

The Board adjourned to Closed Session at 5:38 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 6:00 p.m. 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. Derek Ross, Member, and Anna Stephens, Student Board Member.

**BOARD ABSENT**

Mr. Drew Hazelton, Clerk and Ms. Denise Helfstein, Member.

**STAFF PRESENT**

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

**FLAG SALUTE**

Debbie Cooper 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 Allen Rosen, the Board of Education adopted the agenda as presented. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

Student Board Member, Anna Stephens, cast a preferential vote to approve the adoption of the Agenda as stated in the motion.

## **PUBLIC SPEAKERS**

None

## **OPEN COMMUNICATIONS/PRESENTATIONS**

The Board recognized Laura Almada, Data Systems Support Specialist on her retirement and 20 years of service in the District and in Education.

## **REPORT FROM BOARD MEMBERS**

Board Member Derek Ross reported that he attended the Winter Carnival at OPNS, the Red Oak Scholastic Readers Event, the RSRPD Board meeting, and the Measure S meeting.

Board Member Allen Rosen reported that he attended the MAC meeting, where they elected the Oak Park Recreation and Park Committee reps

Board Member Barbara Laifman reported that she attended the OPEF Meeting, EEAC meeting and Curriculum Council Meeting and the funeral of Eva Stern

Student Board Member Anna Stephens reported that there was a blood drive at the high school which was very successful. ASB is busy preparing for the VICE dance and the third rally which is next week. Anna has been working on the project to reduce student stress at the high school and to that effect she spoke with Mr. Meskis who would be discussing this at the next leadership meeting.

Superintendent Tony Knight reported that he attended the THRIVE event and will be attending Super Saturday this weekend. Dr. Knight expressed his pleasure at the CAST results which were recently published where our students did exceedingly well.

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

Scott Star, chairperson of the foundation reported that Brandon McFadden has stepped down and he has taken over as chair and Carmela Barbieri has taken over as Vice chair. OPEF is going to move away from funding the K-3 aids and instead take over funding of the Elementary Art Program. They will continue funding the Middle School Counselor and High School College and Career Center Part-time Technician. OPEF is working on the Brick campaign and the Distinguished Donor Event, which is hosted by an OPIS family.

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

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

Student Board Member, Anna Stephens, cast a preferential vote to approve the Consent Agenda as presented.

- a. [Approve Minutes of Regular Board Meeting January 21, 2020](#)
- b. [Public Employee/Employment Changes 01CL24478-01CL24525 & 01CE10048-01CE10101](#)
- c. [Approve Purchase Orders – January 1 – January 31, 2020](#)
- d. [Approve Overnight Trip for Oak Park High School Spring Sports Teams to CIF Playoffs](#)
- e. [Approve Overnight Trip for Oak Park High School Rocket and Aviation Team Students for the NASA Student Launch Initiative – April 1-6, 2020, Huntsville, AL](#)
- f. [Approve Out of State Travel for Employees to Attend the National Green Schools Conference & Expo – March 1-3, 2020, Portland, OR](#)
- g. [Approve Notice of Completion, Measure S Project 19-29S, Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School](#)
- h. [Approve Expulsion in Abovance for Student #01-2019-2020](#)

Student Board Member, Anna Stephens left the meeting at 6:18 pm.

## **B2. BUSINESS SERVICES**

- a. [Discussion on Governor's January Budget Proposal for 2020-21 and LCAP Timeline](#)

Adam Rauch, Assistant Superintendent of Business and Administrative Services provided an update on the Governor's January Budget Proposal and the Board held a discussion. Dr. Jay Greenlinger, Director of Curriculum and Instruction shared the timeline for the 2020-21 LCAP.

- b. [Approval of 2019-20 Safe School Plans](#)

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the 2019-2020 Safe School Plans. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

Stew McGugan, Director of Student Support and School Safety recommended to have a subcommittee to review the safe school plans so that these plans would not be posted online for board approval as that compromises our exit strategies. The Board accepted this suggestion but would like the staff to bring the Safety Plan binders to the Board meeting the next time the plans are up for approval in 2021.

- c. [Approve Renewal Agreement with VCEDNET for Internet Connectivity Service](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Renewal Agreement with VCEDNET for Internet Connectivity Service. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education ratified DSA Fabrication and Inspection Services, Measure S Project 18-21S, DSA Certification of Classroom Replacement at Medea Creek Middle School. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

- e. [Ratify Purchases for Measure S Project 19-19S, Art Court Phase 2 Equipment at Oak Park High School](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education ratified Purchases for Measure S Project 19-19S, Art Court Phase 2 Equipment at Oak Park High School. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education authorized Measure S Project, 20-03S Innovation Lab at Oak Hills Elementary School and approved the Purchase of Natural Pod Furniture. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

**g. [Authorize Measure S Project, 20-04S Collaborative Furniture Districtwide for 2019-2020 School Year](#)**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project, 20-04S Collaborative Furniture Districtwide for 2019-2020 School Year. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education authorized Measure S Project, 20-05S Basketball Courts Resurfacing at OPHS and awarded the Associated Construction Contract. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

**i. [Approve Acceptance of Donation](#)**

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

College of the Canyons gave a grant of \$3,000 to the Oak Park High School Robotics Team. The Board accepted the grant with much gratitude.

**j. [Approve Custom Website Design Contract with Blackboard Inc.](#)**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Custom Website Design Contract with Blackboard Inc. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

**B3. CURRICULUM**

**a. [Review and Discuss Physical Education Program and 2019 California Physical Fitness Test Data](#)**

Dr. Jay Greenlinger, Director of Curriculum and Instruction shared a presentation with the Board on the 2019 PFT Data and also provided an update on the revised PE programs that are more focused on individual growth, recreational activities, and a life-long commitment to and enjoyment of physical activity. The Board thanked the PE department for these progressive changes.

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

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Resolution #2020-03 Oak Park Education Foundation to Offer Fee Based Summer School Program. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

**c. [Approve 2018-2019 School Accountability Report Cards \(SARCs\)](#)**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved 2018-2019 School Accountability Report Cards (SARCs). Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Membership Agreement with National Association for College Admission Counseling

(NACAC) for 2019-2020. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

- e. [Approve Additional Instructional Material for the Consumer Math Class at OVHS](#)  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Additional Instructional Material for the Consumer Math Class at OVHS. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

#### **B4. HUMAN RESOURCES**

- a. [Approve Resolution #2020-04 Release Temporary Certificated Employees #1 Through #11](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Resolution #2020-04 Release Temporary Certificated Employees #1 Through #11. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.
- b. [Approve Resolution #2020-05 Reducing or Discontinuing Particular Kinds of Service for Certificated Employees](#)  
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Resolution #2020-05 Reducing or Discontinuing Particular Kinds of Service for Certificated Employees. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.
- c. [Approve Resolution #2020-06 Determination of Seniority Among Employees with the Same Seniority Date \("Tie Breaker Resolution"\)](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Resolution #2020-06 Determination of Seniority Among Employees with the Same Seniority Date ("Tie Breaker Resolution"). Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

#### **B5. BOARD**

- a. [Approve 2020 CSBA Delegate Assembly Election of Candidates](#)  
The Board took no action on the CSBA Delegate Assembly Election of Candidates as Board members Drew Hazelton and Denise Helfstein were absent and Board member Barbara Laifman needed to recuse herself due to a remote interest as she is an employee of CSBA.

#### **B6. BOARD POLICIES**

- a. [Approve Adoption of New Board Policy 0520 – Intervention for Underperforming Schools – First Reading](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the adoption of New Board Policy 0520 – Intervention for Underperforming Schools as First and Final Reading. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.
- b. [Approve Amendment to Board Policy and Administrative Regulation 3540 – Transportation – First Reading](#)  
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administrative Regulation 3540 – Transportation as First and Final Reading. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.
- c. [Approve Amendment to Board Policy 5123 – Promotion/Acceleration/Retention – First Reading](#)  
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy 5123 – Promotion/Acceleration/Retention as First and Final Reading. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administrative Regulation 5142 – Safety as Second and Final Reading. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy and Administrative Regulation 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction as First and Final Reading. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 6146.1 High School Graduation Requirements as First and Final Reading. Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administrative Regulation 7140 Architectural and Engineering Services as First and Final Reading Motion carried Aye: Laifman, Rosen, Ross. No - 0. Absent – Hazelton, Helfstein.

**OPEN DISCUSSION**

MCMS Principal selection process - Board Member Drew Hazelton, requested to be on the full interview panel and Barbara Laifman will most likely serve on the cabinet interview panel.

On motion of Derek Ross, seconded by Allen Rosen, there being no further business before this Board, the Regular meeting is declared adjourned at 7:38 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 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
CL24526	Erik Sorensen	Walk-On-Coach - Not to Exceed \$3,500.00	2/13/2020	Coaches, Athletics	TBD	OPHS
CL24527	Laila Robinson	Campus Supervisor	3/4/2020	General	\$19.72	OPHS
CL24528	Trish Averill	Data Systems Specialist Part Time	3/10/2020	General	\$50.00	DO

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24529	David Garcia	Track Assistant Coach	1/8/2020	Coaches, Athletics	\$1,500.00	OPHS
CL24530	Josh Harrison	Track Assistant Coach	1/8/2020	Coaches, Athletics	\$2,500.00	OPHS
CL24531	Mark Jacobs	Track Assistant Coach	1/8/2020	Coaches, Athletics	\$2,000.00	OPHS
CL24532	Andy Kastenber	Track Assistant Coach	1/8/2020	Coaches, Athletics	\$2,250.00	OPHS
CL24533	Matthew McLaughlin	Track Assistant Coach	1/8/2020	Coaches, Athletics	\$2,500.00	OPHS
CL24534	Nanette Mitchell	Track Assistant Coach	1/8/2020	Coaches, Athletics	\$500.00	OPHS
CL24535	Harold Hale	Softball Varsity Head Coach	1/8/2020	Coaches, Athletics	\$3,000.00	OPHS
CL24536	Jonathan Rice	Softball JV Head Coach	1/8/2020	Coaches, Athletics	\$2,000.00	OPHS
CL24537	Kelsey Jensend	Softball Assistant Coach	1/8/2020	Coaches ASB Donations	\$1,500.00	OPHS
CL24538	Greg Parrone	Track Assistant Coach	1/8/2020	Coaches ASB Donations	\$ 2,250.00	OPHS
CL24539	Scott Shulze	Track Assistant Coach	1/8/2020	Coaches ASB Donations	\$ 500.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24540	Doris Miles	Custodian Part Time reduction of days work	2/18/2020	Fund 120	\$20.81	BES/ MCMS
CL24541	Elya Fletcher	Instructional Assistant III - Behavior Decrease in hours	2/18/2020	Special Education	\$23.65	BES/ ROES
CL24542	Aira Paul	Campus Supervisor from Food Service Sub	2/18/2020	General	\$15.67	OPHS
CL24543	Noah Cunnning	Computer Technician from Assistant Computer Support Technician	2/27/2020	General	\$22.88	DO

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

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**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24544	Linda Gam	Support Services Coordinator LOA Medical	2/26/2020	General	\$23.65	DO
CL24545	Alyssa Jones	Data Systems Support Specialist Paid Admin Leave	2/25/2020	General	\$28.24	DO
CL24546	Wendy LaCasse	Campus Supervisor from Campus Supervisor Sub	3/2/2020	General	\$19.72	MCMS
CL24547	Nooshin Nemati	Campus Supervisor Increase in hours	2/26/2020	General	\$16.58	ROES

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24548	Mary Klamecki	Food Service Manager Retirement	5/23/2020	Retirement	\$21.05	MCMS
CL24549	Erik Balen	Computer Technician	2/26/2020	Resignation	\$22.88	DO
CL24550	Pamela Smith	Instructional Assistant Literacy & Nurmberacy	2/21/2020	Resignation	\$18.13	OHES
CL24551	Kyleigh Fontenot	Assistant Site Leader	3/17/2020	Resignation	\$18.71	Club/ ROES

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: MARCH 17, 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	
01CE10102	Blair Bennett	Guest Teacher	2/19/2020	General	MCMS	

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10103	Michael Winkler	FBLA Advisor	8/6/19-5/2020	CTEIG	\$ 1,000.00	OPHS
01CE10104	Casey Webb	Class Size Overage	2/3-2/28/2020	General	\$ 10.00	BES
01CE10105	Barbie Lee	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	BES
01CE10106	Kim Annino	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	BES
01CE10107	Kellie Milbourn	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	BES
01CE10108	Sandra Hirano	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	BES
01CE10109	Cynthia Morrow	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	BES
01CE10110	Brandie Pryor	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	BES
01CE10111	Michelle Gould	Class Size Overage	2/3-2/28/2020	General	\$ 180.00	OHES
01CE10112	Stephanie Love	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	OHES
01CE10113	Allison Shapiro	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	OHES
01CE10114	Keri Lieberman	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	OHES
01CE10115	Beth Ruben	Class Size Overage	2/3-2/28/2020	General	\$ 15.00	OHES
01CE10116	Lianne Arnold	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	OHES
01CE10117	Lauren Cantillon	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	OHES
01CE10118	Joy Reints	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	OHES
01CE10119	Amy Buccino	Class Size Overage	2/3-2/28/2020	General	\$ 180.00	ROES
01CE10120	Jennifer Bird	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	ROES
01CE10121	Marta Ewing	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	ROES
01CE10122	Patti Holland	Class Size Overage	2/3-2/28/2020	General	\$ 180.00	ROES
01CE10123	Sharon Merfeld	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	ROES
01CE10124	Lynnae Gaeta	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	ROES
01CE10125	Grace McKeegan	Class Size Overage	2/3-2/28/2020	General	\$ 180.00	ROES
01CE10126	Jan Sloane	Class Size Overage	2/3-2/28/2020	General	\$ 65.00	ROES
01CE10127	Jamie Brown	Class Size Overage	2/3-2/28/2020	General	\$ 170.00	ROES
01CE10128	Nina Johnson	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	ROES
01CE10129	Maureen McDowell	Class Size Overage	2/3-2/28/2020	General	\$ 180.00	ROES
01CE10130	Victor Anderson	Class Size Overage	2/3-2/28/2020	General	\$ 64.00	OPHS
01CE10131	Tim Chevalier	Class Size Overage	2/3-2/28/2020	General	\$ 90.00	OPHS



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Site	
01CE10132	Elya Fletcher	.5 FTE to .6 FTE (until 5/22/2020)	2/18/2020	General	ROES	
01CE10133	Kellie Gross	Medical Leave	2/24/2020	General	OPHS	

**SEPARATION**

Number	Name	Position	Effective Date	Separation	Site	
01CE10134	Amanda Bagheri	Assistant Principal	6/1/2020	Retirement	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: MARCH 17, 2020**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – FEBRUARY 1 THROUGH FEBRUARY 29, 2020**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period February 1 through February 29, 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 02/01/2020 - 02/29/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>010-4100</b>	<b>Approved Textbooks and Core Cu</b>				
P20-00495	Explore Learning, LLC	015	Oakview High School 3yr Gizmo Renewal	010-4100	2,393.02
P20-00497	Perma-Bound	005	MCMS Library Books	010-4100	93.30
<b>Total:010-4100 Approved Textbooks and Core Cu</b>					<b>2,486.32</b>
<b>010-4200</b>	<b>Other Books and Reference Mate</b>				
B20-00022	Perma-Bound	012	PFA: Open PO for Book Orders 2018-19	010-4200	7,355.33
P20-00513	Scholastic, Inc.	005	Scholastic Magazine 2020-21	010-4200	628.97
<b>Total:010-4200 Other Books and Reference Mate</b>					<b>7,984.30</b>
<b>010-4330</b>	<b>Other Materials and Supplies N</b>				
B20-00046	Conejo Hardwoods	013	CTEIG/ Mat & Supply	010-4330	6,000.00
B20-00069	Redwood Toxicology Lab Inc.	013	Other Mat/Drug Test Supplies	010-4330	300.00
B20-00146	SiteOne Landscape Supply, LLC	004	2019/20 PO for Landscaping Supplies	010-4330	4,000.00
B20-00204	Southwest School Supply	010	Custodial Supplies for 2019-2020 School Year	010-4330	6,971.25
P20-00483	Bsn Sports	005	Fitnessgram License Renewal	010-4330	1,280.57
P20-00494	Carolina Biological Supply Co	012	PFA: Science Safety Goggles	010-4330	447.21
P20-00499	Herff Jones	024	Graduation cap and gowns	010-4330	707.12
P20-00500	Southwest School Supply	004	4-Drawer Lateral File Cabinet for Payroll	010-4330	748.61
P20-00508	American School Counselor	013	CTEIG/Oth Exp/Design VIS Med	010-4330	129.00
P20-00527	Southwest School Supply	004	Multifunction Task Chairs per Ergonomic Evals	010-4330	540.54
P20-00528	Office Depot Customer Service Center	004	Ergo Furniture per Evals for OPHS Staff	010-4330	863.83
P20-00529	Office Depot Customer Service Center	004	Ergo Furniture per Evals for OPIS staff	010-4330	603.46
T20-00018	Polar 3D LLC	000	3D Printers for BES/ROES Innovation Labs	010-4330	3,107.30
<b>Total:010-4330 Other Materials and Supplies N</b>					<b>25,698.89</b>
<b>010-5200</b>	<b>Travel and Conference</b>				
P20-00509	Michael Postma dba Gifted & Th riving	005	Gifted and Talented training for staff and parents	010-5200	2,500.00
P20-00520	VCOE	006	VCOE Induction Program/Admin Training	010-5200	23,725.00
<b>Total:010-5200 Travel and Conference</b>					<b>26,225.00</b>
<b>010-5600</b>	<b>Rents, Leases, and Repairs</b>				
B20-00172	Venco Western Inc.	004	2019-2020 for All Sites Mowing/Fertilization	010-5600	83,130.00
B20-00238	Agoura Lock Technologies, Inc.	004	2019-20 Locksmith Services	010-5600	3,500.00
P20-00479	Fence Factory	004	General repairs to gates and fencing @OPHS	010-5600	1,298.56

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 02/01/2020 - 02/29/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00486	Pierres Welding & Maint.	004	Welding Repair lunch tables Red Oak ES	010-5600	850.00
P20-00487	Reliable Floor Coverings, Inc	004	Repair flooring Science Room Oak View High School	010-5600	3,558.00
P20-00488	Precision Plumbing	004	Fire Main Line Repair at Medea Creek Middle School	010-5600	1,882.19
Total:010-5600 Rents, Leases, and Repairs					94,218.75
<b>010-5820 Other Operating Expense</b>					
B20-00240	Jessica Conway	013	Oth Oper Exp/ASB Band/OPIMA	010-5820	5,000.00
P20-00449	Alexander Tseitlin	013	Band Coach/OPIMA/Other Exp/ASB	010-5820	5,000.00
P20-00455	Alan Peck	013	Band Coach/OPIMA/Other Expense/ASB	010-5820	3,000.00
P20-00480	Southwinds Transportation	011	4th gr. field trip, 1/27/2020, VT Ranch	010-5820	1,891.80
P20-00484	Shred-It USA	005	Removal of Obsolete Textbooks from OPIS	010-5820	224.00
P20-00485	Green Schools Natl Network Inc	005	Renewal of GSNN Sustainability Agreement	010-5820	5,000.00
P20-00489	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	009	2nd grade field trip	010-5820	3,790.00
P20-00490	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	010	Buses for 3rd Grade Field Trip	010-5820	1,000.00
P20-00492	Carl Abajian Captain Carl's Mobile Tidepool	004	Marine Lab Presentation	010-5820	950.00
P20-00493	NBC Universal LLC dba Universal Studios Hollywood	012	DON: Culmination Field Trip	010-5820	27,650.00
P20-00496	Melissa Stone	005	Oak Park School Profile	010-5820	375.00
P20-00498	Education Through Nature	000	Wildlife Program for Super Saturday 2/22/2020	010-5820	690.00
P20-00501	Laserbits, Inc. dba Johnson Plastic Plus	013	Awards/Lott/	010-5820	97.29
P20-00502	The Paton Group	013	CTEIG/Prod & Mang. Arts/Theater	010-5820	688.50
P20-00503	Wings of Discovery	000	Bird Education Booth for Super Saturday	010-5820	200.00
P20-00504	Liza Allen dba Laxratz	013	Oth Oper Exp/ASB Reimb.	010-5820	3,025.00
P20-00505	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	011	1st grade Civic Arts field trip bus costs	010-5820	1,455.00
P20-00506	Santa Barbara Zoo	011	2nd gr. Santa Barbara Zoo admission	010-5820	943.00
P20-00507	Conejo Rec & Parks District	011	4th end of year event, park rental	010-5820	142.00
P20-00510	Evaristo Cardenas dba Varo Sheet Metal	004	Ventilation for OHES Admin Bldg.	010-5820	675.00
P20-00511	Commercial Door of LA County	004	Steel Fire Door Testing Medea Creek Middle School	010-5820	2,354.00
P20-00512	G&Y General Contractors Inc.	004	Replace Fiber Cable Red Oak Elementary School	010-5820	5,893.00
P20-00515	TLC Sportswear	010	T-shirts for 1st Grade America Sings	010-5820	615.62
P20-00517	Warner Bros. Studio Tour	012	VCI: AME Pathway	010-5820	2,780.50

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 02/01/2020 - 02/29/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00518	Carolyn Rodriguez	000	OHES - Contracted Nurse - Glucose Monitoring	010-5820	1,063.20
P20-00519	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA	009	Donation Olivas Adobe	010-5820	1,030.00
P20-00522	Fence Factory	004	Safety Fencing/Gate Around Electrical OPHS Panel	010-5820	3,553.42
P20-00526	Commercial Door of LA County	004	Furnish & Install Fire Door Hand Chain Device	010-5820	2,985.00
P20-00530	G&Y General Contractors Inc.	004	Demo and replace old wire-camera outside of cafe	010-5820	1,580.00
P20-00531	G&Y General Contractors Inc.	004	Wiring work performed BES OHES OPHS	010-5820	1,610.00
Total:010-5820 Other Operating Expense					85,261.33
<b>010-5900</b>	<b>Telephone and Communications</b>				
B20-00205	AT&T-CalNet 3	010	Phone Lines	010-5900	1,500.00
Total:010-5900 Telephone and Communications					1,500.00
<b>010-8699</b>	<b>All Other Local Income</b>				
P20-00491	Wildlife Experience	010	3rd Grade Wildlife Experience Program On-Campus	010-8699	350.00
Total:010-8699 All Other Local Income					350.00
<b>120-4330</b>	<b>Other Materials and Supplies N</b>				
P20-00514	Jared Luke Kira DBA Deo Volent e Industries	028	Shirts & Sweatshirts for Ext. Care Program staff	120-4330	1,040.33
Total:120-4330 Other Materials and Supplies N					1,040.33
<b>211-4410</b>	<b>Equipment New Non-Capitalized</b>				
P20-00521	Natural Pod Services Inc.	005	Proj 20-03S Oak Hills Elementary Innovation Lab	211-4410	5,374.98
Total:211-4410 Equipment New Non-Capitalized					5,374.98
<b>211-6209</b>	<b>Main Construction-Buildings</b>				
P20-00482	Agoura Lock Technologies, Inc.	004	Proj 19-16S Cylinder combination changes ROES	211-6209	300.00
P20-00523	TD Sports, Inc. Sport Court of So. CA	004	Proj 20-05S Basketball Court Resurfacing OPHS	211-6209	20,052.00
Total:211-6209 Main Construction-Buildings					20,352.00
<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	4,228.75
P20-00516	ARC Document Solutions, LLC	004	Proj 18-21S Copy of Drawings/Specs New Classrooms	211-6259	251.13
Total:211-6259 Other Costs/Planning/Change Or					4,479.88
<b>211-6272</b>	<b>Construction Management Fees</b>				

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 02/01/2020 - 02/29/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00524	Balfour Beatty Construction	004	Const Mgmt Services 1/1-1/31/2020	211-6272	8,725.00
<b>Total:211-6272 Construction Management Fees</b>					<b>8,725.00</b>
<b>211-6274</b>	<b>Other Construction</b>				
B20-00263	DIY Home Center	004	Proj 18-21S Supplies needed for project at MCMS	211-6274	100.00
B20-00264	SMITH PIPE & SUPPLY	004	Proj 18-21S Supplies needed for temp water MCMS	211-6274	1,400.00
<b>Total:211-6274 Other Construction</b>					<b>1,500.00</b>
<b>211-6290</b>	<b>Inspection</b>				
P20-00481	MTGL, Inc.	004	Pro 18-21S MCMS Classrm Modular Inspection Sys	211-6290	42,864.00
<b>Total:211-6290 Inspection</b>					<b>42,864.00</b>
<b>211-6400</b>	<b>Equipment \$5000+</b>				
P20-00525	Lister Rents, Inc.	004	Proj 19-19S Forklift for Kiln Delivery	211-6400	570.76
<b>Total:211-6400 Equipment \$5000+</b>					<b>570.76</b>
<b>Total Number of POs</b>			<b>68</b>	<b>Total</b>	<b>328,631.54</b>

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	57	243,724.59
120	Child Development Fund	1	1,040.33
211	Measure S Facilities & Tech	10	83,866.62
<b>Total</b>			<b>328,631.54</b>

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

ESCAPE ONLINE

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Includes Purchase Orders dated 02/01/2020 - 02/29/2020

## PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
<b>010-4330</b>	<b>Other Materials and Supplies N</b>			
P20-00155	1,502.79	010-4330	General Fund/Other Materials and Supplies N	497.21-
<b>Total:010-4330 Other Materials and Supplies N</b>				<b>497.21-</b>
<b>130-4700</b>	<b>Food Purchases</b>			
FS20-00001	1,700.00	130-4700	Cafeteria Fund/Food Purchases	.10-
<b>Total:130-4700 Food Purchases</b>				<b>.10-</b>
<b>Total PO Changes</b>				<b>497.31-</b>

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

ESCAPE ONLINE

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.1.d. RATIFY STUDENT TEACHER AGREEMENT WITH NATIONAL UNIVERSITY FEBRUARY 7, 2020 THRU JUNE 30, 2023**

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CONSENT

**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with, National University commencing, February 7, 2020 thru June 30, 2023.

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

**ALTERNATIVES:** 1. Ratify Student Teaching Agreement with National University. commencing, February 7, 2020 thru June 30, 2023.  
2. Do not approve Student Teaching Agreement with National University

**RECOMMENDATION:** Alternative #1

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

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.	_____	_____	_____	_____





## **NATIONAL UNIVERSITY**

### **STUDENT TEACHING AND PRACTICUM AGREEMENT**

This agreement, effective on February 7, 2020, made by and between National University, a California non-profit public benefit corporation (the "University") and Oak Park Unified School District, a public entity (the "District"), with reference to the following facts:

#### **ARTICLE 1** **RECITALS**

1.1 Section 35160 of the California Education Code provides that the governing board of any school district may initiate and carry on any program or activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which school districts are established.

1.2 An agreement by a school district to provide student teaching or practicum experience to students enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (the "Commission") is not inconsistent with the purposes for which schools districts are established.

1.3 The University is accredited by the Western Association of Schools and Colleges, and its education credential programs have been approved by the Commission.

1.4 The University desires that the District provide student teaching to students enrolled in the University's teacher training curricula and/or practicum experience to students enrolled in the University's student counseling and other credential curricula. The District agrees to provide such student teaching and/or practicum experience on the terms and conditions specified in this Agreement.

#### **ARTICLES 2** **DEFINITIONS**

2.1 "Student" shall refer to a student enrolled in a program at the University which is approved by the commission and which leads to an education credential

2.2 "Master Teacher" shall refer to an employee of the District holding a valid, clear teaching credential issued by the Commission typically with three or more years teaching experience.

2.3 "Student Teaching" shall refer to the active participation by a Student in the duties and functions of classroom teaching under the direct supervision and instruction of one or more Master Teachers.

2.4 "Student Teaching Assignment" shall typically refer to a full day of Student Teaching, five days a week for 12 to 18 weeks, dependent upon program. Student Teaching Assignments shall satisfy all requirements of the Commission.

2.5 "Practicum Supervisor" shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or other education specialist.

2.6 "Practicum" shall refer to the participation by a Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Practicum Supervisors.

2.7 "Practicum Assignment" shall consist of between 90 and 600 hours of Practicum depending upon the specific program requirements.

2.8 "Quarter Unit" shall refer to the amount of academic credit earned by a Student through the successful completion as determined by the University of approximately 25 hours of Student Teaching or between 20 to 40 hours of Practicum.

2.9 School Site-employed supervisors must complete an orientation to the program's expectations to be knowledgeable regarding program curriculum and assessments, including the TPEs and the California Teaching Performance Assessment (CAL TPA). School Site employed supervisors are required to complete a minimum of 10 hours of initial orientation provided through National University on the program curriculum, effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, program curriculum and assessments, including the TPEs and the CAL TPA.

2.10 School Site with Student Teachers must have a fully qualified administrator.

2.11 University may request use of video capture for candidate reflection and CAL TPA completion to reflect to the extent possible Student Teacher's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards for their program. School Site shall inform Credential Student Teachers of video recording policies in place for the CAL TPA task video capture requirement.

### **ARTICLE 3**

#### **TERMS AND CONDITIONS**

3.1 Student Teaching or Practicum. The District shall provide University students with Student Teaching and/or Practicum in schools and classes of the District under the direct supervision and instruction of a Master Teacher or Practicum Supervisor. The University and the District from time to time shall agree as to the number of students assigned to the District for Student Teaching and/or Practicum.

3.2 District Determination. The District at their sole discretion may refuse to accept, or may terminate, any Student assigned to the District for Student Teaching or Practicum based upon its good faith determination that the Student is not performing to the standards of the District. Upon written notification by the District, the University shall promptly terminate the Student's assignment to the District.

3.3 University Determination. The University shall determine the number of units of

Student Teaching or Practicum each Student shall receive. Students shall be able to be eligible for more than one Student Teaching Assignment and/or Practicum Assignment at the District.

3.4 District Reimbursement. University shall provide the District for supervision of Student Teaching or Practicum at the completion of each semester or quarter, based on the number of units earned by the student teacher or by a predetermined amount. The University determines the rate, as set forth in "Exhibit A". The University will make such payment directly to the District. District acknowledges University Payment depends on the length of supervision where long and/or short assignments are assessed on a pro-rated basis, as set forth in "Exhibit A". District shall submit an invoice based on generated report received from the University Honorarium Specialist. Stipend provided is based on the amount set forth in "Exhibit A" for supervision of University Candidate(s). The total stipend amount for supervision per student shall not exceed six hundred (\$600). Upon receipt of invoice correlating to the University's Honorarium Specialist report, University shall pay the District at earliest convenience following the date the District's invoice is received.

3.5 Insurance. The District will obtain and maintain a broad form commercial general liability insurance policy with coverage of at least \$1,000,000 (one million) for each occurrence and \$2,000,000 (two million) in the aggregate, with no exclusion for molestation or abuse. The District will provide the University with proof of such insurance upon execution of this Agreement. For purposes of this Agreement, each of the District and the University will provide workers' compensation insurance coverage for their own employees, and Students are not employees of either the District or the University.

University agrees to maintain at least \$1,000,000 (one million) per occurrence and \$2,000,000 (two million) in General Aggregate Liability Insurance coverage, with no exclusion for molestation or abuse. University agrees to provide District with a Certificate of Insurance including an Endorsement/Additional Covered Party Amendatory Endorsement/Additional Insured naming Oak Park Unified School District as an additional insured party in conjunction with this Student Teaching and Practicum Agreement.

University agrees that all Students are not employees of the District and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which employees are normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation. Students' primary coverage for Student injuries shall be Students' personal medical insurance.

3.6 Termination of Assignment. In the event a Student Teaching Assignment or Practicum Assignment is terminated before it is completed, the District shall receive reimbursement of costs at the rate provided in Article 3.4 pro-rated to the nearest completed Quarter Unit.

3.7 Representations. The University represents that all Students assigned to the District for Student Teaching or Practicum are validly enrolled in a University credential program approved by the Commission. The University makes no other representation, express or implied, about, or assumes any responsibility for, the Student's fitness or qualification to participate in the Student Teaching or Practicum. Nothing in this Agreement shall be construed as a delegation by the District to the University of any of the District's duties and responsibilities for operation or supervision of the schools or classes of the District.

3.8 Certificate of Clearance. In accordance with California Education Code Section 44320, each credential candidate prior to assignment to District must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The University will ensure that student's receive a Certificate prior to beginning their assignment in the district or hold a valid document issued by the CTC accounting for fingerprint clearance.

3.9 Tuberculosis Clearance. In accordance with California Education Code Section 49406, each credential candidate prior to assignment to District must obtain at the candidate's sole expense an examination by a licensed physician or surgeon within the past 60 days to determine that he or she is free of active tuberculosis, prior to beginning the candidate's assignment in the District.

3.10 Video Assessment. District and University agree the use of video recording equipment on any District property, including but not limited to, District classrooms, is solely for the purpose of assessing student teachers as part of the credentialing process. The District shall provide University Site Support Providers with any or all applicable rules, regulations, and instructions relating to the assessment of student teachers. The University and District agree no video recording of any student teacher will occur without prior written notification of the name of the student teacher as well as date, time, and location of the video recording to the principal of the school where the video recording is to take place. Principal of the school within the District shall provide written approval of said recording; subject to the parent/guardian authorizations set forth in section 3.12 of this agreement.

3.11 Control, Supervision, Evaluation of Video Recording. The control, supervision, evaluation, and/or direction of all student teachers and any other University personnel in connection with the assessment of the student teachers, including, but not limited to, all classroom video recording of the student teachers, shall be at the University's sole discretion.

The University and District agree no video recording of any District student shall be permitted to occur without the express written approval and authorization from the students' parent/guardian.

3.12 Confidentiality of Student Records. For purposes of this Agreement and any University Program Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), University designates District and its Facilities/Educational Sites as having a legitimate educational interest in the educational records of any student who participates in the Student Teaching and Practicum experience to the extent that access to the records is required by District programs or facilities to which the student is assigned to carry out the relevant educational experience. District and its organizational components (i.e., programs) agree to maintain the confidentiality of each Student's educational record in accordance with the provisions of FERPA.

3.13 Confidentiality of District Pupil Records. No Student will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the Student Teaching or Practicum experience. The discussion, transmission, or narration in any form by Students of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the Student Teaching or Practicum experience, is forbidden except as a necessary part of the practical experience. To the extent a Student is given access, they are subject to the privacy regulations outlined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA").

Otherwise, Students shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the Student Teaching or Practicum experience with University, its employees, agents or others.

3.14 Publicity. Neither University nor District shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.

3.15 Unpaid Student Teaching and Practicum Parameters. University and District agrees and understand that Unpaid Students/Candidates are not employees of the District and are not entitled to benefits of any kind or nature normally provided employees of the School and/or to which employees are normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation. Students' primary coverage for Student injuries shall be Students' personal medical insurance. School further understands and agrees to the following pursuant to the Fair Labor and Standards Act ("FLSA"):

- (1) Student and District understand that there is no expectation of compensation;
- (2) The Field Experience is similar to that which would be given in an educational environment;
- (3) The Field Experience is tied to the Student's formal education program by integrated coursework or the receipt of academic credit;
- (4) The Field Experience timeframe with the Student and District corresponds to program in which the student is enrolled;
- (5) The duration of the Field Experience for each student is limited to the duration of time either to complete the practicum hours or the end of the course;
- (6) The student's Field Experience compliments, rather than displaces, the work of paid employees while providing significant educational benefits to the Student; and
- (7) District understands that Student is participating in the Field Experience for experience and is not entitled to a job at the conclusion of the Field Experience.

#### **ARTICLE 4** **GENERAL PROVISIONS**

4.1 Term. This Agreement shall commence as of the date hereof and shall continue until such time as either party gives the other party 30 days' written notice of its intent to terminate the Agreement. The termination of the Agreement shall be effective upon the date specified in such written notice. Provided, however, all Students receiving Student Teaching or Practicum from the District as of the date of such notice shall be permitted to complete their Student Teaching Assignment or Practicum Assignment so long as said student is not the cause of the termination of the agreement.

4.2 Attorney's Fees. In the event any party hereto commences litigation for the interpretation, specific performance, or damages for the breach of this Agreement, the prevailing party shall be entitled to a judgment or award against the other in an amount equal to reasonable attorney's fees and expenses incurred, together with all other appropriate legal or equitable relief.

4.3 Notices. All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail, postage pre-paid addressed to the addresses on page four

hereof, or to such other address or to such other person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addressees and shall be deemed given as of the date of such delivery.

4.4 Integration Clause. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

4.5 General Provisions. This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may be executed in any number of counter-parts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed at San Diego, California as of the last date set forth below.

4.6 Mutual Indemnification. University shall defend, indemnify and hold District, its Board, officers, employees, agents, and volunteers harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University its Board, officers, agents, or students.


District shall defend, indemnify and hold University, its Board, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its Board, officers, agents, employees or volunteers.

4.7 Arbitration. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules.

NATIONAL UNIVERSITY, a California  
non-profit public benefit corporation

**Oak Park Unified School District**

By \_\_\_\_\_  
Dave C. Lawrence, MBA, EdD  
Vice Chancellor, Finance

By  \_\_\_\_\_  
Signature

Date \_\_\_\_\_  
National University  
School of Education  
11255 N. Torrey Pines Road  
La Jolla, CA 92037

By ADAM RAVICH \_\_\_\_\_  
Name Typed or Printed

Title ASST. SUPERINTENDENT \_\_\_\_\_

Date 2/20/2020 \_\_\_\_\_

District Address/Telephone:

For contact/contract return:  
Robina Smith  
Credentials Contract Coordinator  
National University  
9980 Carroll Canyon Road  
San Diego, CA 92131  
(858) 642-8310  
credcontracts@nu.edu

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

## EXHIBIT A

### Student Teaching & Practicum Programs

**District and University** wish to partner to support the following Student Teaching & Practicum Programs:

Teacher Education Credential  
 Special Education Credential  
 Preliminary Administrative Services Credential  
 Pupil Personnel Services Credential – School of Counseling  
 Pupil Personnel Services Credential – School of Psychology

### Honorariums:

University shall reimburse District a predetermined amount for supervision of each student teaching or practicum course. Rate is determined by periods supervised (Attachment A). Total stipend amount per student shall not exceed six hundred (\$600) dollars. District must submit an invoice based on generated report received from University Honorarium Specialist. Upon receipt of invoice, University shall pay District one month following invoice date.

Honorariums are based on amount of supervision. Student Teaching and Practicum courses each carry a stipend amount of \$300 per course. A maximum of \$600 can be earned for each student. See breakdown below:

Traditional Setting			Block Setting		
One Period	25%	$300 \times .25 = \$75$	One Period	33%	$300 \times .33 = \$99$ rounded to \$100
Two Periods	50%	$300 \times .50 = \$150$	Two Periods	66%	$300 \times .66 = \$198$ rounded to \$200
Three Periods	75%	$300 \times .75 = \$225$	Three Periods	100%	3 periods = \$300
Four or More Periods	100%	4 periods or more = \$300	*****	*****	*****

Honorariums for Practicum courses of Educational Counseling and School Psychology programs are \$150.00 each. See breakdown below:

Traditional Setting			Block Setting		
One Period	25%	\$37.50	One period	33%	\$50.00
Two Periods	50%	\$75.00	Two Periods	66%	\$100.00
Three Periods	75%	\$112.50	Three Periods	100%	\$150.00
Four Periods	100%	\$150.00	*****	*****	*****



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.1.e. APPROVE CHANGE ORDER 2, ARCHITECTURAL AND  
ENGINEERING SERVICE AGREEMENT WITH CRATE MODULAR  
INC. FOR MEASURE S PROJECT 18-20S, MODULAR CLASSROOMS  
AT RED OAK ELEMENTARY SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve Change Order 2, for Measure S Project 18-20S Modular Classrooms at Red Oak Elementary School?

**BACKGROUND:** On November 13, 2018, the Board of Education awarded an architectural and engineering services contract for Project 18-20S, Modular Classrooms at Red Oak Elementary School to Crate Modular. During the course of the project, additional services were required and requested by the District which were not included in the original agreement due to the design plans needing to be submitted under the 2019 California Building Code. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. The total amount of Change Order 2, is \$5,980. It is recommended by District staff that the Board approve Change Order 2.

**FISCAL IMPACT:** If approved, the proposed change order will increase the original contract amount from \$87,263.50 to \$94,243.50, funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Approve Change Order 2 Architectural and Engineering Service Agreement with Crate Modular Inc. For Measure S Project 18-20S, Modular Classrooms at ROES in the amount of \$5,980, funded from Measure S bond funds.
2. Do not approve Change Order 2.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



## CRATE MODULAR

3025 E Dominguez Street, Carson, CA 90810

310.299.7680

[www.cratemodular.com](http://www.cratemodular.com)

### CONTRACT CHANGE ORDER #004

TO: Brenden Callahan & Adam Rauch  
Oak Park Unifies School District  
4857 Rockfield St.  
Oak Park, CA 91377

FROM: CRATE Modular  
3025 E Dominguez St  
Carson CA 90810

DATE CREATED: 2/10/2020

CREATED BY: Shannon Hall

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

PROJECT NUMBER: 18-205

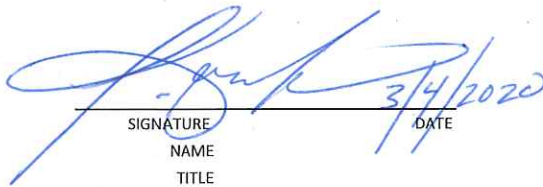
SCHEDULE IMPACT: 0 Days

AMOUNT: \$5,980


#### DESCRIPTION:

	Amount (USD)
Additional Architectural Design Services to adjust plans to 2019 CBC per DSA Comment	\$650.00
Additional Structural Design Services to adjust plans to 2019 CBC per DSA Comment	\$1,430.00
Additional M/E/P/FS Design Services to adjust plans to 2019 CBC per DSA Comment	\$3,900.00
<b>TOTAL</b>	<b>\$5,980.00</b>

Original Contract Sum	\$74,087.50
Net Change by Previous Change Orders	\$14,176.00
Contract Sum is changed by this change order in the amount of	\$5,980.00
<b>New Contract Value</b>	<b>\$94,243.50</b>

  
SIGNATURE  
NAME  
TITLE

DATE

  
SIGNATURE  
NAME: Shannon Hall  
TITLE: Project Manager

2/10/2020

DATE

By executing this change order, customer authorizes Crate Modular to make these changes to the original contract/purchase order executed by both parties. Customer also agrees to pay Crate Modular as described above without delay or holdback.  
In witness hereof, the parties hereto have caused their representatives, duly authorized for that purpose, to execute the change order on the date first written above.

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.1.f. RATIFY CHANGE ORDER 1 CONSTRUCTION SERVICES  
AGREEMENT WITH SBS CORPORATION, MEASURE S PROJECT  
18-21S, CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE  
SCHOOL**

CONSENT

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**ISSUE:** Shall the Board ratify Change Order No.1 with SBS Corporation for Project 18-21S, Classroom Replacement at Medea Creek Middle School to be funded from the Measure S bond fund?

**BACKGROUND:** On December 17, 2019, the Board awarded a construction contract to SBS Corporation, for Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School. During the process of excavating soil for the foundation, the contractors unexpectedly came across large amounts of boulder and rock beneath the ground. In their found form, the boulder and rock would have needed to be removed from the site and additionally, would have required that acquisition of soil to be brought in to backfill the excavated area. After researching options, the District decided to crush the boulder and rock onsite into 2" rock, allowing it to meet the requirements to be used as fill.

In order to stay on schedule, the District staff approved the change order with the understanding the resulting materials will meet the requirements of the soils engineer.

**FISCAL IMPACT:** This change order will increase the original contract by \$23,526.56. This is funded from the Measure S Bond Fund and is within the budgeted amount for contingencies.

**ALTERNATIVES:**

1. Approve the ratification of Change Order No.1 for the additional service of crushing rocks suitable for use for Project 18-21S, Classroom Replacement at Medea Creek Middle School.
2. Do not approve ratification.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

March 17, 2020 Board of Education Meeting  
Approve the ratification of Change Order No.1 for Project 18-21S,  
Classroom Replacement at Medea Creek Middle School  
Page 2

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

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

# CONTRACTOR COST PROPOSAL

COR# R.0

Date 2/26/2020

Project: **Medea Creek Middle School**  
Contractor: **SBS Corporation**

RFI Reference:  
Submittal Reference:

The following is an itemized proposed change.

## 1. Description of Proposed Change:

Within on-site work areas crush existing stockpiled (by Triangle) rock not suitable for use as fill. Crush material to 2.0" minus as required for use as fill in lieu of exporting off-site. Work is to be completed in two days. Price includes equipment mobilization. Add \$9,909.00 per day if required

## 2. Subcontractor Costs: ( See attached supporting documentation )

Total Labor (Attach itemized hours and rates)		<u>\$23,526.56</u>
Total Material (Attach itemized qty. & unit costs + sales tax)		
Total Equipment		
Total Direct Expenses (Labor + Material + Equipment):	A.	<u>\$23,526.56</u>
Subcontractor OH & P ( of item A):	B.	<u>\$0.00</u>
Subcontractor Insurance and Taxes ( of Total Labor):	C.	<u>\$0.00</u>
Total Subcontractor Costs (Items A + B + C):	D.	<u>\$23,526.56</u>

## 3. General Contractor Costs:

Total Labor (Attach itemized hours and rates)		
Total Material (Attach itemized qty. & unit costs + sales tax)		
Total Equipment (Attach Invoices)		
Total Direct Expenses (Labor + Material + Equipment):	E.	
Total General Contractor Costs (D + E):	F.	<u>\$23,526.56</u>
General Contractor's OH & P (10% of item F):	G.	<u>\$2,352.66</u>
General Contractor Insurance and Taxes ( of Total Labor):	H.	
Subtotal (Items F + G + H):	I.	<u>\$25,879.22</u>
( 2% Bond ):	J.	<u>\$517.58</u>

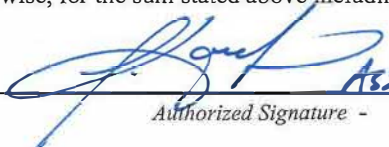
Net Addition (Deletion) due to this Proposed Change: \$26,396.80

The proposed change will the completion date by Days

The undersigned hereby proposes to furnish any and all labor, material, equipment, supervision, and all incidentals necessary that is required in connection with the above proposed change, and in strict accordance with the requirements of the original contract documents except as specifically noted above otherwise, for the sum stated above including all overhead and profit.

SBS Corporation

Contractor

 ASST. SUPERINTENDENT 3/3/2020 2/26/2020  
Authorized Signature - Title Date

02/26/20

# TRIANGLE ENTERPRISES, INC.

## ESTIMATE TOTALS

CLIENT: SBS

BID # COR #R1

Prevailing Wage: Yes

PROJECT: Medea Creel MS - Crush Rock

ARCHTECT:

DATE:

PLAN #

SOIL ENG:

DATE:

REPORT #

01 DEMOLITION		UNIT QUANTITY	UNIT PRICE	TOTAL
01-100 Mobilization	Is			\$0.00
01-101 Clear & Grub	Is			\$0.00
01-102 Structures		0		\$0.00
01-103 Concrete		0		\$0.00
01-104 Asphalt		0		\$0.00
01-105 Interior Demo		0		\$0.00
01-108 Offsite Demo		0		\$0.00
01-107 Salvage credit	Is			\$0.00
01-120 Subcontracts	Is			\$0.00

**DEMOLITION TOTAL** \$0.00

02 GRADING & EXCAVATION		UNIT QUANTITY	UNIT PRICE	TOTAL
02-100 Mobilization	Is			\$0.00
02-101 Crushing		500	\$46.69	\$23,345.82
02-102 Cut		0		\$0.00
02-103 Fill		0		\$0.00
02-104 Export		0		\$0.00
02-105 Import		0		\$0.00
02-106 Roughgrade		0		\$0.00
02-107 Slot Cutting		0		\$0.00
02-108 Backfill		0		\$0.00
02-109 Spoils Removal /Regrade		0		\$0.00
02-110 Trim @ Rakers /Lagging		0		\$0.00
02-111 Ramp Removal		0		\$0.00
02-112 Subdrains		0		\$0.00
02-113 Offsite Roughgrading		0		\$0.00
02-114 Offsite Finegrading		0		\$0.00
02-115 Erosion Control	Is			\$0.00
02-120 Subcontracts	Is			\$0.00

**GRADING & EXCAVATION TOTAL** \$23,345.82

**Demo & Grading Total:** \$23,345.82

**GL Ins.** \$180.74

**Bonding Cost:** \$0.00

**Bond Needed?** No

**Total with GL Ins.** \$23,526.56

# Grading & Excavation Estimate 02-101 Crushing

BID # COR #R

CLIENT: SBS

PROJECT: Medea Creel MS - Crush Rock

DESCRIPTION	total tons	tons/hr	# hours	# days	\$/ton	Total
Fill	0	300	0.00	0.00		\$0.00
Soil	0	300	0.00	0.00		\$0.00
Aluvium	0	300	0.00	0.00		\$0.00
Rock	500	31.25	16.00	2.00	\$46.69	\$23,345.82
						\$0.00
						\$0.00
						\$0.00
Total cy	500					

Crushing total \$23,345.82

CREW	#	Labor	RATES Equipment	Hours	Total
Foreman	1	\$100.27	\$10.00	16.00	\$1,764.27
Laborer I	1	\$71.91	\$0.00	16.00	\$1,150.49
320 w/ thumb	1	\$97.21	\$165.00	16.00	\$4,195.30
950	1	\$97.21	\$90.00	16.00	\$2,995.30
crusher - Komatsu 380JG	1	\$97.21	\$340.00	16.00	\$6,995.36
		\$0.00	\$0.00	16.00	\$0.00
		\$0.00	\$0.00	16.00	\$0.00
		\$0.00	\$0.00	16.00	\$0.00
		\$0.00	\$0.00	16.00	\$0.00
			Crew total	16.00	\$17,100.71

## MISC COSTS

#					
Moves 01-101	0	6	\$40.00	\$50.00	\$0.00
Misc. cost	Is				\$0.00
			Cruher move in/out		\$1,600.00
			Wheel Loader move in/out		\$800.00
			Excavator move in/out		\$800.00
			Misc total		\$3,200.00

TOTAL COST \$20,300.71

CONTINGENCY/O&P 15% \$3,045.11

**TOTAL \$23,345.82**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.1.g. DENY CLAIM NO. 2020-01 FOR ALLEGED INJURIES**

CONSENT

**ISSUE:** Shall the Board deny Claim No. 2020-01 against the District for alleged injuries, pursuant to Government Code Section 913?

**BACKGROUND:** On January 11, 2020, the District received a claim for damages from the parent of an Oak Park High School student, alleging that on March 2, 2019, their student was injured before a basketball game due to her slipping on wet floor. This claim for damages was submitted 10 months after the date of injury. The District returned the claim as a claim for personal injury that must be filed not later than six months after the accrual of the cause of action per Government Code 905, 911.2. The claimant appealed to submit a late claim and an application for submission of a late claim was submitted and accepted by the District since the person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.

As a result, the claim was referred to the District's third party administrator for property and liability insurance, George Hills. Based on their investigation, they determined that there is no liability on the part of the District, resulting in their recommendation to reject the claim for damages on the merits. Further details of this claim have been provided to the Board under separate cover.

**FISCAL IMPACT:** Unknown at this time.

**ALTERNATIVES:**

1. Deny Claim No. 2020-01 for damages based on the recommendation of George Hills
2. Accept the claim for damages.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.2.a. APPROVE RESOLUTION #2020-07, CALLING TO INCREASE LOCAL CONTROL FUNDING FOR CALIFORNIA'S PUBLIC SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve Resolution #2020-07, Calling to Increase Local Control Funding for California's Public Schools?

**BACKGROUND:** California has the world's fifth-largest economy and the highest gross domestic product of any state. Yet, it ranks in the nation's bottom quintile on nearly every measure of public K–12 school funding and school staffing

While California lags behind most of the country in public school funding, school districts and county offices of education are facing increased financial pressure from rapidly rising costs. It's time that California end decades of underinvestment in public schools and provide the resources needed to offer all students a high-quality education.

To that end, it is the recommendation of staff that the Board approve the accompanying resolution which supports creating aspirational LCFF base grant targets through AB 39 or the State Budget and urges the State Legislature to pass, and the Governor to sign, this critical legislation that would create a roadmap to significantly increase funding to the LCFF through Proposition 98 growth.

**FISCAL IMPACT:** There is no immediate impact in the approval of this resolution. If the stated goals are enacted into law it is anticipated that it will provide the resources needed to offer all California students a high-quality education.

**ALTERNATIVES:**

1. Approve #2020-07, Calling to Increase Local Control Funding for California's Public Schools.
2. Do not approve Resolution #2020-07.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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

**RESOLUTION NO. 2020-07  
BEFORE THE GOVERNING BOARD  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
VENTURA COUNTY, CALIFORNIA**

**Resolution Calling for Support to Increase Local Control Funding for  
California's Public Schools**

**WHEREAS**, California is the nation's most populous and wealthiest state and has the fifth largest economy in the world, and the largest Gross Domestic Product of any state in the nation; and

**WHEREAS**, despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K–12 school funding and school staffing; and

**WHEREAS**, California ranks 40<sup>th</sup> nationally in the percentage of taxable income spent on education, 41<sup>st</sup> in per-pupil funding, 45<sup>th</sup> in pupil–teacher ratios and 48<sup>th</sup> in pupil–staff ratios; and

**WHEREAS**, under the Local Control Funding Formula (LCFF), state funding for K–12 schools has only recently returned to levels predating the Great Recession of 2007; and

**WHEREAS**, now that the LCFF has reached its original goal of returning to pre-recession funding levels, core student funding is now expected to receive minimal increases; and

**WHEREAS**, the revenue increases since the creation of the LCFF have been eroded by rapidly increasing costs for health care, pensions, special education, transportation and utilities; and

**WHEREAS**, school districts are struggling to maintain the programs created with additional LCFF dollars; and

**WHEREAS**, 58% of California's public school students are eligible for free or reduced-price lunch—13% above the national average—and 23% of California students are English learners, more than twice the national average; and

**WHEREAS**, California's investment in public schools is out of alignment with its wealth, its ambitions, its demographics, and the demands of a 21<sup>st</sup>-century education; and

**WHEREAS**, California funds schools at roughly \$2,500 per student less than the national average, as adjusted for regional cost differences; and

**WHEREAS**, California trails the average of the top ten states by almost \$7,000 in per-pupil funding; and

**WHEREAS**, in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success; and

**WHEREAS**, if California is to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the state must provide schools with the resources to meet the needs of their specific populations; and,

**WHEREAS**, Assemblymember Al Muratsuchi has introduced Assembly Bill (AB) 39, which would create aspirational LCFF base, supplemental, and concentration grant funding targets to a level that is based on

the national average and makes strides toward funding equal to or above the average of the top ten states, as called for in the State Constitution; and,

**NOW, THEREFORE BE IT RESOLVED**, that the governing board of the Oak Park Unified School District supports creating aspirational LCFF base grant targets through AB 39 or the State Budget and urges the State Legislature to pass, and the Governor to sign, this critical legislation that would create a roadmap to significantly increase funding to the LCFF through Proposition 98 growth.

**THE FOREGOING RESOLUTION** was adopted at a regular meeting of the Governing Board of the Oak Park Unified School District held this 17th day of March, 2020, by the following vote:

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

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

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

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

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Barbara Laifman, President, Governing Board  
Oak Park Unified School District  
Ventura County, California

I, Drew Hazelton, Clerk of the Governing Board of the Oak Park Unified School District, County of Ventura, State of California, do hereby certify that the foregoing is a true copy of the resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

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Drew Hazelton, Clerk, Governing Board  
Oak Park Unified School District  
Ventura County, California

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.2.b. APPROVE FISCAL YEAR 2019-20 SECOND INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS**

ACTION

**ISSUE:** Shall the Board review and certify the 2019-20 Second Interim Financial Report and Budget Revisions?

**BACKGROUND:** Per Education Code Section 42131, after the adoption of the District's annual budget each June, school districts are required to certify twice a year regarding their ability to meet financial obligations for the remainder of the current fiscal year and the subsequent two fiscal years. The Second Interim report details the District's financial status and projections as of January 31. This includes anticipated revenue and expenditures for the current fiscal year, a multiyear financial projection, and the State's criteria and standards report. The certifications are as follows:

- **POSITIVE:** Will meet financial obligations for the current and two subsequent years.
- **QUALIFIED:** May not meet financial obligations for the current or two subsequent years.
- **NEGATIVE:** Unable to meet financial obligations for the current or two subsequent school years.

Staff is recommending a positive certification.

The OPUSD 2019-20 Second Interim Financial Report is available on the District's website and at the following link: <http://bit.ly/2uX1gxk>

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Certify the 2019-20 Second Interim Financial Report and Budget Revisions.
2. Do not certify the Second Interim 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

March 17, 2020 Board of Education Meeting  
Review and certify the 2019-20 Second Interim  
Financial Report and Budget Revisions  
Page 2

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.2.c. ADOPT RESOLUTION #2020-08, PARTICIPATION IN CSBA CALIFORNIA SCHOOL CASH RESERVE PROGRAM**

ACTION

**ISSUE:** Shall the Board adopt Resolution #2020-08 authorizing the District's participation in the Cash Reserve Program sponsored by the California School Boards Association (CSBA) Finance Corporation?

**BACKGROUND:** Through its participation in the CSBA Cash Reserve Program, the District will be able to address its 2020-21 cash flow needs through a tax and revenue anticipation note (TRAN) as part of this cost-effective pooled structure. CSBA Cash Reserve Program is now in its 33rd year. In the 2019-20 fiscal year, over 200 school districts, community college districts, and county offices of education were involved in the issuance of more than \$1.5 billion of notes issued through the Program. It is recommended that the Board adopt Resolution #2020-08, allowing administration to proceed to the next step in the process and take part in this beneficial cash program for schools. As a reminder, the District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation at the time of pricing when the interest cost and reinvestment rates are known.

A summary of the CSBA Cash Reserve Program appears on the following pages. Resolution #2020-08 may be accessed at the following link: <http://bit.ly/2IpP8YT>

**FISCAL IMPACT:** Based on funds received in 2019-20 (\$7,246,119), OPUSD can expect to pay approximately \$119,000 in interest.

**ALTERNATIVES:**

1. Adopt Resolution #2020-08 authorizing borrowing of funds for fiscal year 2020-2021, the sale of one or two series of 2020-21 Tax and Revenue Anticipation Note(s), participation in the California School Cash Reserve Program; and requesting the Board of Supervisors to issue and sell said note(s).
2. Do not adopt Resolution #2020-08.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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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 CASH RESERVE PROGRAM

Sponsored by CSBA Finance Corporation

By passing the resolution before the Board, the District will have the opportunity to participate in the California School Cash Reserve Program sponsored by California School Boards Association Finance Corporation. The Program consistently issues TRANS for more than half of all California school districts, community college districts, and county offices of education that issue TRANS.

Through participation in the Cash Reserve Program, the District will be able to issue a tax and revenue anticipation note as part of this cost-effective pooled structure. An overview of this cash management concept and the Program is provided below:

***Tax and Revenue Anticipation Notes (TRANS):*** TRANS are short-term debt instruments issued by school districts throughout the State to create an additional reserve to the general fund. This reserve will act as a cushion to the general fund in the event that the District experiences temporary cash flow needs. These cash flow needs may occur as a result of the timing mismatch between the receipt of revenues (generally received in an uneven fashion) and the expenditure of general fund moneys (generally paid out in a more level fashion).

***TRANS Economics:*** Through its participation in the Program, the District will issue a tax-exempt note. The proceeds from the sale of this note, while not needed for cash flow, are invested in a taxable investment. This may result in a positive spread between the borrowing rate and the investment return on the TRANS proceeds.

***Cash Reserve Program Background:*** The first Cash Reserve Program was issued in June of 1988 for six districts with an aggregate issue amount of \$9.6 million. Since that time the Program has grown dramatically in size, servicing the majority of California school district TRANS issuers. Each year the Program has resulted in a significant benefit to the participants. The highlights of the Program are as follows:

- Participants benefit from a cost-effective and administratively simple method to issue their TRANS
- Documentation is streamlined for governing board approval
- Participants benefit from year-round administrative assistance

***Cash Reserve Program Process:***

The Cash Reserve Program involves the following key steps in order to participate:

1. ***Adoption of Resolution:*** Adoption of the resolution does not obligate the District to participate in the Program. The resolution simply delegates to the administration the right to decide on participation.
2. ***Cash Flow and Credit Background Process:*** Participants submit a completed credit questionnaire and financial information (including audits, budget, and second period interim cash flow report) that is used to develop an initial pro-forma cash flow statement for the upcoming budget year. Participants review, revise, and approve their cash flow statement in consultation with Dale Scott & Company, the Program's Financial Advisor. The cash flows are reviewed by the Program's Bond Counsel.



3. **Sale of TRANS:** The pricing of the issue is anticipated to occur in mid-June. At that time the interest rate on the notes will be locked-in. The District is not obligated to participate until it acknowledges issuance after the sale of the TRANS.
4. **Closing:** Closing of the issue will occur in early July. The District will have access to the proceeds of the TRAN available to meet its temporary cash flow needs.

It is recommended that the Board adopt the resolution. This will allow administration to proceed to the next step in the process and take part in this beneficial Program for schools. Once again, the District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation prior to the time of TRAN issuance.

### CALIFORNIA SCHOOL CASH RESERVE PROGRAM Issuance Process

<b>Step 1</b>	Resolution Adoption February – April 2020	District's Board adopts program documents and sends signature pages to Dale Scott & Company
<b>Step 2</b>	Document Preparation March 2020 – April 2020	Send required financial reports to Dale Scott & Company: <ol style="list-style-type: none"> <li>1. Audited financial statements for fiscal years ended June 30 of 2017, 2018, 2019</li> <li>2. Fiscal year 2019-20 Second Interim Report (SACS dat file) &amp; Second Interim cash flow (SACS dat file or Excel)</li> <li>3. Final cash flow for fiscal year 2019</li> </ol>
<b>Step 3</b>	Cash Flow Projection May 2020	Dale Scott & Company assists school districts with the preparation of cash flows for individual district TRAN sizing. These cash flows are reviewed by the program's Bond Counsel.
<b>Step 4</b>	Pricing June 2020	District's administration approves all aspects of the pricing including the interest rate on the notes, the investment of proceeds and the final costs of issuance.
<b>Step 5</b>	Closing July 2020	Funds are wired into the district's sub-account held by the Trustee and are invested per the district's instructions. Proceeds begin earning interest from the date of closing.
<b>Step 6</b>	Access Note Proceeds July 2020 – June 2021	Districts access note proceeds for cash flow purposes until final set aside payment is due under the note.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.2.d. APPROVE AMENDMENTS TO ARCHITECTURAL SERVICE AGREEMENT WITH HED FOR MEASURE S PROJECT 18-20S, MODULAR CLASSROOM AT RED OAK ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board Approve Amendment #2 and #3 to Architectural Service Agreement with HED for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School?

**BACKGROUND:** On March 20, 2018, the Board of Education awarded an architectural services agreement for Project 18-20S, Modular Classrooms at Red Oak Elementary School to Harley Ellis Devereaux (HED). During the course of the project there were design changes required to address DSA related issues and district needs. These changes resulted in the Modification #2 Proposal, increasing architectural services by \$53,100.

In December of 2019, we discovered that the designs plan would not be submitted in time to fall under the 2016 California Building Code and instead, would need to be submitted under the new 2019 codes. This resulted in the Modifications #3 Proposal, increasing architectural services by \$8,644.

It is recommended by District staff that the Board approve the amendments to the Agreement with HED.

**FISCAL IMPACT:** If approved, the proposed Amendments will increase the original contract amount with HED from \$301,250 to \$362,994, to be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Approve the amendments to the agreement with HED, for Measure S Project 18-20S, Modular Classrooms at Red Oak Elementary School, in the amount of \$61,744, funded from Measure S bond funds.
2. Do not approve the amendments.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

March 17, 2020 Board of Education Meeting  
Approve the amendments to the agreement with HED,  
for Measure S Project 18-20S, Modular Classrooms at ROES  
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	_____	_____	_____	_____



## Modification No. 2 to Proposal Agreement Letter Between Owner-Architect

Date: 07 11 2019      **UPDATED 10 16 2019**  
Project:                Red Oak Elementary School Modulare  
Project No:            2018-03779-000                                Time Class No:    1250  
Distribution:          Mr. Leon Cavallo  
                              Construction Manager

This Modification No. 2, dated July 11, 2019 as set forth below, modifies the Proposal Agreement Letter, dated March 15, 2018, between Oak Park Unified School District and Harley Ellis Devereaux (HED).

### Description of Modification •

Value engineering of the 95% complete construction documents has resulted in significant design changes, including: deck reconfiguration, elevator relocation, sprinklers, deletion of outdoor classroom, deletion of bridge, regrading, new landscape design including under-deck area, trellis deletion, classroom redesign, additional doors and fenestration changes, and roof overhang and brise soleil modifications.

In addition, we are spending approximately 10 hours per week managing and assisting Crate modular with basic production and DSA related issues. Respectfully, we request an additional fee to address this unaccounted for effort.

### Fee due to Modification •

A lump sum fee of \$53,100 to be distributed as follows:

Wheeler & Grey	3,600.00	Civil Engineering
HED	\$39,600.00	Construction Documents
HED	9,900.00	Crate management
<b>Total</b>	<b>\$53,100.00.</b>	

We expect approximately 4 weeks to complete the HED production effort. However, we have not heard from Crate regarding their schedule, and have found they are the critical path regarding construction document completion. Our fee for Crate management assumes 6 weeks of assistance.

All other terms and conditions of the Proposal Agreement Letter, dated March 8, 2018 between Owner and Architect, are incorporated by reference in this Modification.

# HED

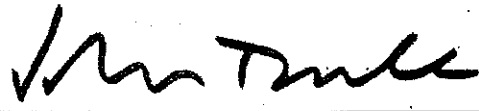
## Modification No. 2

Page 2

Please acknowledge Owner's acceptance by signing in the space set forth below and return one signed original to our office. Please notify the undersigned promptly if you do not wish Harley Ellis Devereaux to proceed with this Modification.

Architect: Harley Ellis Devereaux

Owner:



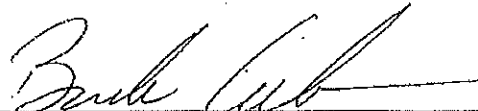
Signature

John Dale, AIA Principal

Printed Name and Title

July 11, 2019

Date



Signature

Brendan Callahan, Director

Printed Name and Title

10/17/19

Date



## Modification No. 3 to Proposal Agreement Letter Between Owner-Architect

Date: 02 13 2020

Project: Red Oak Elementary School Modulars

Project No: 2018-03779-000

Time Class No: 1250

Distribution: Dennis Kuykendall  
Brendan Callahan

This Modification No. 3, dated February 13, 2020 as set forth below, modifies the Proposal Agreement Letter, dated March 15, 2018, between Oak Park Unified School District and Harley Ellis Devereaux (HED).

### Description of Modification •

The complete construction document set must be brought up to the new 2019 California Building Code, as required by the DSA in rejecting the submission under the 2016 California Building Code. The change effects all construction documentation, requiring HED to coordinate with Crate and our engineers, and to re-bookmark and re-submit the project to the DSA.

### Fee due to Modification •

A lump sum fee of \$8,644 as follows:

HED	\$4,544
Pocock/OMB Engineering	\$4,100
<b>Total</b>	<b>\$8,644</b>

We expect approximately 2 weeks to complete the HED production effort.

All other terms and conditions of the Proposal Agreement Letter, dated March 8, 2018 between Owner and Architect, are incorporated by reference in this Modification. Please acknowledge Owner's acceptance by signing in the space set forth below and return one signed original to our office. Please notify the undersigned promptly if you do not wish Harley Ellis Devereaux to proceed with this Modification.

Architect: Harley Ellis Devereaux

Owner:

Signature

John Dale, AIA Principal

Printed Name and Title

February 13, 2020

Date

Signature

ADAM RAULT - ASSISTANT SUPERINTENDENT

Printed Name and Title

3/2/2020

Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.2.e. AUTHORIZE MEASURE S PROJECT 20-08S, APPLE IPAD AIR REFRESH AND AWARD RELATED EQUIPMENT PURCHASE CONTRACT**

ACTION

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**ISSUE:** Shall the Board authorize Measure S Project 20-08S, Apple iPad Air Refresh and Award Related Equipment Purchase Contract for specified equipment and software, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board of Education is respectfully requested to Authorize Measure S Project 20-08S, Apple iPad Air Refresh and Award Related Equipment Purchase Contract. The details, rationale, and price quote for the purchase are outlined in the Technology Resource Request that follows this report. Project 20-08S is the continuation of Measure S Project 19-11S, the first part of the iPad Air Refresh which was completed this past summer. This request completes the iPad Air refresh project for the elementary schools grades K-5.

The request has been reviewed and approved by both the District Technology Committee and the Measure S Subcommittee, who recommend establishing a budget of \$45,000 for this project, which is within the \$450,000 established budget for the iPad refresh identified in the Measure S Master Plan. The combined total for the iPad refresh projects 20-08S and 19-11S is \$286,130.

**FISCAL IMPACT:** Included in the Measure S Master Plan, the proposed purchase in the amount of \$43,129.91 is within the original budgeted amount. This project will be funded by the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Measure S Project 20-08S, Apple iPad Air Refresh, establishing a budget of \$45,000, and award a related equipment purchase contract to Apple, Inc., under the piggyback provisions of Glendale USD Bid 13-18/19, in the amount of \$43,129.91 to be funded from the Measure S bond fund.
2. Do not authorize this project.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems  
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	_____	_____	_____	_____



**Technology Resource Request -**  
**Proj 20-08S iPad Refresh for Elementary Classrooms Part 2**

**1) Name of Administrator:** Enoch Kwok

**2) Date Submitted:** 1/22/2020

**3) Describe specific equipment and or software/service requested (include quantities):**

80 iPads with integrated Keyboard Cases to populate two iPad Carts

**4) Describe the program(s), grade levels, students, etc. impacted** by this technology acquisition and how it will be used to enhance instruction.

4th Grade at Brookside Elementary

5th Grade at Oak Hills Elementary

**5) Describe any pre-existing resources, technologies,** that this technology will replace, refresh, or augment.

This replaces the obsolete iPads (iPad Airs) taken out of service due to old age. Previously, the iPad Airs were housed in totes, 10 devices per classroom. The grade levels are now requesting the three totes be combined into a single cart to be shared by the grade level. The last order of iPads for the refresh (Proj19-11S) did not purchase enough iPads to complete the refresh, so this order will finish the job.

**6) Provide an estimate of the total cost** of acquiring this technology resource.  
approximately \$45,000

This would be paid for by the remaining funds from the partial iPad Refresh conducted last year allocated in Measure S. (Proj. 19-11S) \$450,000 was originally earmarked for iPad refresh in the Measure S budget, and Proj. 19-11S only used \$242,000 of that amount, so there are still funds available from that original budget.

**7) Identify who will be responsible to manage** and take care of this equipment once it is received and put into operation.

4th Grade at Brookside Elementary

5th Grade at Oak Hills Elementary

**8) What is the requested time frame** for acquiring these resources?

Immediate

ACTION: Unanimously approved by the District Tech Committee on 1/22/2020

## Proposal 2104136554

Proposer: Enoch Kwok

Thank you for your proposal dated 01/22/2020. The details we've provided below are based on the terms assigned to account 23663, OAK PARK USD.

To access this proposal online, please search by referencing proposal number 2104136554.

Comments from Proposer:

Part Number	Description	Total Quantity	Unit Price	Total Price
PW772LL/A	Personalized 10.2-inch iPad Wi-Fi 128GB - Space Gray Engraving: Oak Park Unified School District (818) 735-3236	80	399.00	<b>31,920.00 USD</b>
			Recycle Fee	320.00 USD
HNMA2ZM/A	Logitech Rugged Combo 3 Case with Integrated Smart Connector	80	99.95	<b>7,996.00 USD</b>
<b>Subtotal</b>				<b>40,236.00 USD</b>
<b>Estimated Tax</b>				<b>2,893.91 USD</b>
<b>Total</b>				<b>43,129.91 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

## How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.2.f. AUTHORIZE MEASURE S PROJECT 20-09S, DISTRICT NETWORK FIREWALL REFRESH AND AWARD RELATED EQUIPMENT PURCHASE AND INSTALLATION WITH SERVICES CONTRACT**

ACTION

---

**ISSUE:** Shall the Board authorize Measure S Project 20-09S, District Network Firewall Refresh and Award Related Equipment Purchase and Installation Contract with extended warranty services for specified equipment and software, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board of Education is respectfully requested to Authorize Measure S Project 20-09S, District Network Firewall Refresh and Award Related Equipment Purchase and Installation with extended warranty services contract. The district's current network firewall is 6 years old and has reached its capacity trying to serve the internet bandwidth needs of our district which have grown exponentially with the deployment of the 1:1 Chromebook program. A larger firewall is needed in order to more fully utilize the 10Gbps bandwidth provided by the Ventura County Office of Education, as our current Firewall is limited to a little less than 1.5Gbps in capacity. As a result, students and teachers are subject to intermittent congestion while accessing the internet and using online resources.

The Tech Department used the Federal ERATE process to solicit bids for the firewall appliance, and the vendor selected provided the best proposal at the lowest price. The proposal relies on CMAS CONTRACT #3-08-70-2626A and NASPO CONTRACT #AR626, both of which are piggybackable pre-bid contracts. Additional details, rationale, and price quote for the purchase are outlined in the Technology Resource Request that follows this report. The request has been reviewed and approved by both the District Technology Committee and the Measure S Subcommittee, who recommend establishing a budget of \$300,000 for this project to be paid for out of Measure S. The Firewall refresh was an expected expenditure that has been accounted for in the Measure S budget. Because of strict timeline requirements regarding applying for ERATE discounts for this purchase, it is respectfully requested that the Board approve this action immediately as recommended to qualify for those discounts. The discounts received may be around \$20,000-\$30,000 if approved and awarded by ERATE.

**FISCAL IMPACT:** Included in the Measure S Master Plan, the proposed contract will be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Measure S Project 20-09S, District Network Firewall Refresh, establishing a budget of \$300,000, and award a related equipment purchase contract to Digital Scepter, under the competitively bid ERATE RFP (Form 470) in the amount of \$285,523.75, to be funded from the Measure S bond fund. Authorize the use of the ERATE submitted proposal based on CMAS CONTRACT #3-08-70-2626A and NASPO CONTRACT #AR626.
2. Do not authorize this project.

**RECOMMENDATION:** Alternative No. 1

March 17, 2020 Board of Education  
Authorize Measure S Project 20-09S, District  
Network Firewall Refresh  
Page 2

Prepared by:  
Enoch Kwok, Director, Educational Technology and Information Systems  
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	_____	_____	_____	_____

## Technology Resource Request - Network Firewall Refresh

1) **Name of Administrator:** Enoch Kwok, Director of Technology

2) **Date Submitted:** 1/22/2020

3) **Describe specific equipment and or software/service requested** (include quantities):

Network Firewall (High Availability Pair) with appropriate licenses for 5 years

4) **Describe the program(s), grade levels, students, etc. impacted** by this technology acquisition and how it will be used to enhance instruction.

All students and staff rely on adequate internet bandwidth to access the web and conduct business or engage in lessons.

Network Firewalls protect the district's network from intrusion and malware. It is the gatekeeper for the district's internet bandwidth and functions like a traffic policeman, regulating traffic, ensuring that malware and malicious attacks stay out of the district's network.

5) **Describe any pre-existing resources, technologies,** that this technology will replace, refresh, or augment.

\*Existing Palo Alto 3050 Firewall pair which has reached its capacity limits (1.2Gbps sustained throughput)

\*iBoss Web Content Filtering appliance - can be replaced by the URL filtering license

\*Bit Defender Anti-Virus software licenses can be replaced by the CoreTex software license

6) **Provide an estimate of the total cost** of acquiring this technology resource.

Approximately \$300,000 - \$400,000 depending on the features included in the firewall.

Funding to be provided by Measure S bond funds. If Measure S is not able to accommodate the entire \$400,000 amount, Tech Committee recommends removing the Wildfire zero day protection license and the CoreTex malware prevention license for a savings of \$100,000.

Utilize other funds earmarked for Web Content Filter refresh and SAN Storage refresh to add \$120,000 to the original \$120,000 already earmarked in Measure S for Firewall refresh.

7) **Identify who will be responsible to manage** and take care of this equipment once it is received and put into operation.

District Tech Department

8) **What is the requested time frame** for acquiring these resources? July 2020

ACTION: Approved by a unanimous vote of Tech Committee on 1/22/2020

**OAK PARK UNION SCHOOL DISTRICT**

PROJECT # 0403-20C.1

NETWORK ELECTRONICS (E-RATE)

**FIREWALL EQUIPMENT AND SERVICES**

PROPOSAL DUE DATE : 6 MAR 2020 9:30AM

ATTN: INFINITY COMMUNICATIONS & CONSULTING, INC

4909 CALLOWAY DRIVE

BAKERSFIELD CA 93312

**VENDOR: DIGITAL SCEPTER**

18100 VON KARMAN AVE STE 850 IRVINE CA 92612

MATT CAPONERA MATT@DIGITALSCEPTER.COM

**digitalscepter**

## **PROPOSAL NARRATIVE**

Digital Scepter is proposing a Next Generation firewall solution to safely enable Internet and application access for Oak Park's staff and students. Digital Scepter is an authorized reseller and Platinum partner of Palo Alto Networks.

Digital Scepter has implemented Palo Alto Networks platform since 2008. We have completed upwards of 90 projects deploying hundreds of Palo Alto Networks firewalls in production, most notably with various Higher EDU's, K12's and County Offices of Education. We have performed many more projects and ongoing services auditing and configuring Palo Alto Networks firewalls. We have developed our own software which monitors Palo Alto Networks configurations, which shows that we have a deep understanding of how to secure a network using Palo Alto Networks

Digital Scepter has a proven methodology for seamless firewall migration. Our staff are well trained and experienced in Palo Alto Networks. We are sought out as a vendor of choice for educational institutions. We follow a disciplined approach that considers all aspects of project management. This approach is clearly outlined in our project plan, which includes: Initiation, Planning, Execution, Monitoring/Control and Closure. More importantly, we work closely with your lead staff or internal project manager to understand the inter-departmental dependencies, such as change control, maintenance windows and customer notification in order to implement a smooth migration. Our goal is to meet your expectations by doing our best to minimize the impact of service affecting work.

Our company strives to have consistent and ongoing communication with our customers. We achieve this by assigning specific team members to be the point of contact to expedite any communications/ processes as efficiently as possible. We also ensure that communication and planning in advance of any work consistently takes place.

### **Notable Recent Projects**

#### **Santa Rosa Community College**

Digital Scepter migrated two sites from Sonicwall to Palo Alto and designed and implemented a solution that implemented App-ID and dynamic routing internally and over the Internet. The final solution utilized BGP and OSPF to dynamically fail over between different ISPs at different sites.

#### **Patagonia**

Patagonia is a retail organization with ~50 remote sites and three larger corporate sites including a datacenter. Digital Scepter first migrated their three corporate sites away from Sonicwall to Palo Alto Networks. Later on, we redesigned the internal networks at these sites to use Palo Alto Networks for network segmentation. The final phase of the project was to migrate all of the retail locations from Sonicwall to Palo Alto Networks. Digital Scepter provides ongoing services for the network and security teams at Patagonia.

### **UC Berkeley**

Digital Scepter entered into a five-year contract to provide Palo Alto Networks for the UC Berkeley campus and datacenter, implementing a new firewall-as-a-service offering for around 100 different departments called bSecure. Over the course of the project, Digital Scepter has migrated about 90 different Cisco firewall contexts onto Palo Alto Networks.

### **LA Metro**

Digital Scepter has worked with LA Metro since 2012 when we first migrated 13 ASA firewalls onto a single pair of PA-5020 firewalls. Since then we have implemented Palo Alto in many different networks.

### **Monterey County**

Digital Scepter first engaged with Monterey County to implement SSL Decryption. Using our methodology, they successfully rolled out SSL decryption to 26 departments and 4000 users across the county. Digital Scepter continues to work with Monterey County on a variety of Palo Alto Networks initiatives.

### **CMAS contract**

This proposal can be purchased using our CMAS contract at no additional cost: CMAS 3-08-79-2626A

### **SPIN and FRN**

Digital Scepter has provided Palo Alto Networks to many other districts using erate funds and has a SPIN on file with the SLD: 143035669.



# PROPOSAL FORM

**PROJECT: 0403-20C.1 NETWORK ELECTRONICS**

**OWNER: OAK PARK UNIFIED SCHOOL DISTRICT**

Pursuant to Request For Proposal (RFP) and related documents, **the undersigned bidder**, having familiarized himself/herself with the terms of the contract, the local conditions affecting the performance of the contract, the cost of the work at the location where the work will be performed, and the Contract Documents, **proposes and agrees to perform**, within the time stipulated, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required in connection with **0403-20C.1 – Network Electronics** all in strict conformity with the Specifications, and other Contract Documents, including Addendum No.'s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Copies of Addenda are obtainable from the Owner's Representative (Infinity Communications and Consulting, Inc.).

## BASE BID – Network Electronics

The Bidder agrees to perform all work noted above, as described in the RFP and Project Documents for the lump sum of:

Two-hundred-eighty-five thousand five hundred twenty three and 75/100 Dollars (\$285,523.75)

**(Amount Shall Be Shown In Both Words And Figures. In Case Of A Discrepancy, The Amount Shown In Words Will Govern).**

Bidder shall breakout the above Base Bid cost by Site for E-rate Program funding allocation purposes:

### Site Name

District Office	\$ 285,523.75
-----------------	---------------

**Contingency Fee – If applicable per form 3A**

The Bidder agrees to negotiate in good faith with the Owner on future additional work not to exceed 10% of the Base Bid for the sum of:

Dollars (\$)

(Amount Shall Be Shown In Both Words And Figures. In Case Of A Discrepancy, The Amount Shown In Words Will Govern).

**Project will be awarded based on the evaluation criteria set forth herein. Price will be evaluated based on the sum total of the Base Bid, Basic Maintenance, and all Additive Alternates.**

The bidder agrees that upon receipt of Owner's **"Notice to Proceed"**, he/she will provide all required documents within **ten (10) calendar days** after the documents are presented for execution.

The bidder has carefully examined the RFP documents and specifications for this project that were prepared and furnished by the OWNER and acknowledges their sufficiency.

It is understood and agreed that the work under the contract shall be commenced by the bidder, if awarded the contract, on the date to be stated in the OWNER'S **Notice to Proceed**.

NAME OF BIDDER:

**DIGITAL SCEPTER  
CORPORATION**

**FULL NAME OF ALL**

## DIGITAL SCEPTER

## PARTNERS OR LEGAL

CORPORATION

NAME OF CORPORATION



(TYPE OR PRINT)

AUTHORIZED CONTACT / BID PREPARER / SALES REPRESENTATIVE: MATT CAPONERA

BUSINESS ADDRESS: 18100 VON KARMAN  
AVENUE, SUITE 850  
IRVINE, CA 92612  
(TYPE OR PRINT)

TELEPHONE: 949-702-0405

EMAIL: MATT@DIGITALSCEPTER.COM

BY:



(SIGNATURE IN INK)

MATT CAPONERA, ACCOUNT MANAGER

(TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

"I declare, under penalty of perjury, that the information provided and representations made in this bid are true and current and that this declaration was executed on \_\_\_\_\_ (date) at \_\_\_\_\_, California."

PRESIDENT OF  
CORPORATION:



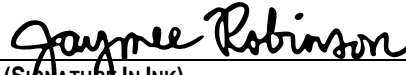
(SIGNATURE IN INK)

DATE  
MARCH 11, 2020

JON ROBINSON

(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

SECRETARY OF  
CORPORATION:



(SIGNATURE IN INK)  
JAYMEE ROBINSON

DATE  
MARCH 11, 2020

(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

CALIFORNIA STATE  
CONTRACTOR'S LICENSE NO.:

FEDERAL I.D. NO: 71-1028196

LICENSE EXPIRATION DATE:

TYPE OF LICENSE:

LICENSE IN THE NAME OF:

(TYPE OR PRINT NAME)

CORPORATE SEAL:  
(IF APPLICABLE)

### 3 - CONTINGENCY FEE AS A STANDARD PRACTICE

**PROJECT:** 0403-20C.1 NETWORK ELECTRONICS  
**OWNER:** OAK PARK UNIFIED SCHOOL DISTRICT

The "Owner" establishes a classification "Contingency Fee"; for adds/moves/changes as affected by the construction/funding schedule, changes to campus environment. This classification applies to all construction work. This classification is not based on permanent physical elements of construction. Rather, the classification items are cost components common to construction, project, and program estimates.

Contingency will not be allowed for increases to labor cost, taxes, surcharges, shipping and handling.

Bidder agrees that the contingency will be used for adds, moves and changes requested by the owner during the construction process for eligible services only. If the owner does not request adds, moves or changes the contingency will be given back to the E-rate program.

Please fill in one of the following:

**YES** Digital Scepter Corporation (company name) **does include** contingency as a standard business practice as defined above.

If YES please provide the "Contingency Fee" amount in percentage.

Equal to 10 % (not to exceed 10%) of the Base Bid amount. The E-rate Contingency Amount shall be:

Twenty-eight-thousand-five-hundred-fifty-three \$28,553  
\$ ~~Thirty three thousand one hundred forty eight~~ Dollars (\$ ~~33,148~~ ).

-OR-

**NO** \_\_\_\_\_ (company name) **does not include** contingency as a standard business practice as defined above.

I hereby certify under penalty of the perjury laws of the State of California that the foregoing is true and correct. Executed at Murrieta, California, on 2/27, 2020.

Firm Name Digital Scepter Corporation

By Jon Robinson

Signed \_\_\_\_\_

Printed Name Jon Robinson

Title President

4 – ELECTRONIC ITEM 21 ATTACHMENT SHEET

Bidder shall provide Itemized pricing for all equipment to be included in this Bid Response **BY SITE**. The site total price shown shall equal the amount the Bidder has provided on their submitted Proposal Form.

Due to filing requirements, an electronic copy will be required at the time of bid.

Acceptable formats: CD, DVD and thumb drive. Files will be returned in the same format as the published Item 21, no exceptions. Failing to comply with these requirements will be considered for bid dismissal.

Bidder shall include a Description, Part Number, Quantity and Price for each relevant item included in their bid. Bidder shall provide the Labor cost as a line item.

A sample "Item 21 Attachment Sheet" is shown below and is available in Excel format on the project website (<https://www.infinitycomm.com/menus/projects.html>).

**“Provided by the “Service Provider”**

[illegible]

Category Two - Internal Connections - Version 19.0																						
Reference Number	Type of Internal Connection	Installation Included in Price?	Type of Product	Make	Enter the Make (if Other)	Model	Lease or Non-Purchase Agreement?	Identify the Monthly Costs							Identify the One-time Costs							
								Monthly Recurring Unit Costs	Monthly Recurring Unit Ineligible Costs	Estimated Monthly Recurring Unit Eligible Costs	Monthly Quantity	Units	Estimated Total Monthly Eligible Recurring Costs	Estimated Months of Service	Estimated Total Eligible Recurring Costs	One-time Unit Costs	One-time Unit Ineligible Costs	Estimated One-time Unit Eligible Costs	One-time Quantity	Estimated Total Eligible One-time Costs	Estimated Pre-Discount Extended Eligible Line Item Costs	Do any of these conditions apply?
For Reference only - Not Imported	Required	Required	Required	Required	Required if "Other" is selected as Make	Required	Required	Required	Required	For Reference only - Not Imported	Required	Required	For Reference only - Not Imported	Required	Required	For Reference only - Not Imported	Required	Required	For Reference only - Not Imported	Required	For Reference only - Not Imported	Required. Option "A" only applicable if you are a library system or a school district that is not ESA
1.	Data Protection	No	Firewall Services & Components	Palo Alto Networks		PA-5220	No	\$0.00	\$0.00	\$0.00	0	Each	\$0.00		\$327,460.00	\$253,890.00	\$73,570.00	1	\$73,570.00			

## 5 - SUBSTITUTION LISTING

**PROJECT:** 0403-20C.1 NETWORK ELECTRONICS

**TO:** OAK PARK UNIFIED SCHOOL DISTRICT ("OWNER")

1. Pursuant to bidding and contract requirements for the work titled:  
**Project:** 0403-20C.1 NETWORK ELECTRONICS

The contract sum, proposed by the undersigned on the Proposal Form, is for the work as described in the Request for Proposal, and otherwise defined in the Contract Documents. However, the undersigned proposes the following substitutions, which were not Pre-Approved prior to the bid date, for the Owner's consideration. All substitutions must be listed on this form and submitted with the bid or they will not be reviewed.

2. Please complete, attaching additional sheets as necessary:

Bidder proposes [check one]:   X   no substitutions.  
       the following substitutions:

Specified Product or Material	Proposed Substitution

3. All bids should be calculated and submitted on the assumption that substitution requests will not be approved.

4. Bidder hereby certifies that the requested substitutions are equal or better in all respects to what is specified, unless otherwise noted. Bidder will supply all documentation to support this claim as attachments to the Substitution Listing with their bid. Failure to provide adequate documentation may result in the disqualification of the bid response.

**SIGNATURE MUST BE IDENTICAL  
TO THAT PROVIDED ON BID FORM**

BIDDER: Digital Scepter Corporation

BY: 



**6 - NONCOLLUSION AFFIDAVIT**

PROJECT: 0403-20C.1 NETWORK ELECTRONICS  
OWNER: OAK PARK UNIFIED SCHOOL DISTRICT

(Public Contract Code Section 7106)

State of CA )  
California )  
County of Riverside ) ss  
Of \_\_\_\_\_ )

Jon Robinson, being first duly sworn, deposes and says that he or she is president of Digital Scepter Corp., the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

[Signature]  
(SIGNATURE OF BIDDER)

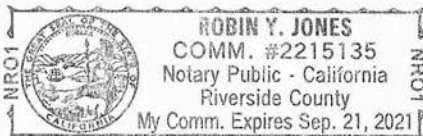
**NOTARY FOR NONCOLLUSION AFFIDAVIT**

Subscribed and sworn to (or affirmed) before me this day 2/27, 20 20.

[Signature]  
(SIGNATURE OF NOTARY)

[SEAL OF NOTARY]

Robin Y. Jones  
(TYPED NAME OF NOTARY)



## ACKNOWLEDGMENT

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 Riverside

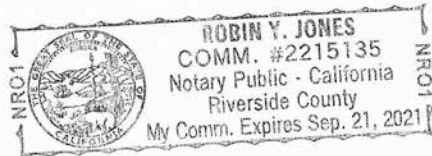
On 02/27/2020 before me, Robin Y. Jones, Notary Public  
(insert name and title of the officer)

personally appeared Jon Robinson  
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 authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the 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)

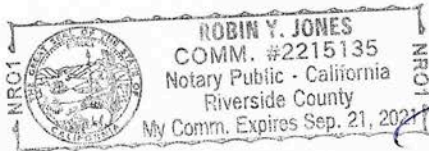


A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Riverside

Subscribed and sworn to (or affirmed) before me on this 27<sup>th</sup>  
day of February, 2020, by Jon Robinson

proved to me on the basis of satisfactory evidence to be the  
person(s) who appeared before me.



(Seal)

Signature

## 7 – STATE MASTER CONTRACT FORM

PROJECT: 0403-20C.1

OWNER: Oak Park Unified School District

Please provide the following information concerning the State Master Contract being used for the Year 23 E-rate Project for the Oak Park Unified School District.

State Master Contract No. (Provide Contract Numbers for all components listed on the Form 471 Attachment Sheet)

(1) CMAS 3-08-79-2626A

(2) NASPO AR626

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

Please attach a copy of the State Master Contract that includes all eligible products listed on the Form 471 Attachment Sheet.

**See thumb drive**

**“E-RATE ATTACHMENT to SERVICE AGREEMENT”**

**for**

**PROJECT 0403-20C.1 Network Electronics for Oak Park Unified School District**

THIS ATTACHMENT, hereafter referred to as “Attachment”, is entered into by and between the Oak Park Unified School District, hereinafter called “Owner”, and Digital Scepter Corporation, hereinafter called “Service Provider”, and is an attachment to the Agreement provided by the Service Provider, hereafter referred to as “Agreement”. Owner and Service Provider are sometimes individually referred to as “Party” and collectively as “Parties.” The terms and conditions set forth in this Attachment shall take precedent over any other agreement between the Parties.

NOW, THEREFORE, the Parties, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. Scope of Work. The Service Provider agrees to furnish all services and/or equipment necessary to perform and complete, in a good workmanlike manner, the work in strict accordance with the **Request for Proposal No. 0403-20C.1 Network Electronics for Oak Park Unified School District**.
2. Contingency. The Service Provider understands that the Agreement is contingent on the Owner's receipt of federal and/or state funds for the work covered under the Agreement. If the Owner does not receive adequate federal and/or state funds, the Agreement shall be null and void. In the event that the Agreement is rendered void, the Owner will not be liable for any costs incurred by the Service Provider prior to the issuance of a Notice to Proceed.
3. Total Contract Price. As full consideration for the faithful performance of the agreement, District shall pay to Contractor, subject to any additions or deductions as provided in the Contract Documents, the sum of:

Total sum of Base Bid

Two hundred eighty five thousand five hundred and twenty three and 75/100 Dollars (**\$285,523.75**).

Contingency amount (if applicable)

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

**CONTRACTOR LEAVE BLANK TO BE FILLED IN BY THE OWNER**

Total sum of Base Bid + Contingency

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

4. Payment. The payment method for the agreed upon service shall be USAC's Service Provider Invoicing (SPI). Service Provider agrees to invoice the Owner for the undiscounted amount of the service only and shall be responsible to prepare and submit the Form 474 for the reimbursement of the discounted amount from USAC. The Service Provider agrees that prior to submitting the Form 472,
  - a. Service Provider has performed the services that reimbursement is being requested for, and
  - b. Service Provider has submitted a discounted invoice to the Owner for the reimbursement amount being requested for.

In the event that the Owner authorizes the Service Provider to begin service prior to filing a Form 486 (Receipt of Service Confirmation Form), the Owner agrees to pay the Service Provider in full for the discounted and undiscounted amount of the accepted service(s) received. The Owner

shall, at their sole discretion, seek reimbursement for the discounted amount of the service provided from USAC. The Owner shall do so by preparing and submitting a Form 472 Billed Entity Applicant Reimbursement (BEAR) to USAC. Service Provider agrees to remit any and all reimbursement payments received by the Service Provider as a result of a Form 472 filed by the Owner, within 20 business days after receipt of funds released by USAC.

5. Service Delivery. In compliance with the E-rate program rules, Parties agree that the service(s) under the Agreement will not begin prior to **July 1, 2020**, or extend beyond **September 30, 2021**, without prior approval of USAC. Parties agree that no service(s) may commence until the Service Provider has received a duly authorized written Notice to Proceed from the Owner.
6. Growth Clause. The Parties agree that during the term of the Agreement the Owner may increase the scope of the agreed upon service(s) in whatever manner that best meet the interest of the Owner. No change to the Agreement shall be enforceable unless agreed upon in writing by both Parties.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to be duly executed and delivered as of the Effective Date set forth in the introductory paragraph above.

**“OWNER”**

**Oak Park Unified School District**

By: \_\_\_\_\_

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

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

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

**“SERVICE PROVIDER”**

By:  \_\_\_\_\_

Name Jon Robinson  
: \_\_\_\_\_

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

Date: 3/11/20  
\_\_\_\_\_

## EXHIBIT – A “OAK PARK UNIFIED SCHOOL DISTRICT EQUIPMENT SCHEDULE”

### Oak Park District Office

Manufacturer	Item Description	Part Number	Quantity
Palo Alto	PA-5220 with redundant AC power supplies	PA-5220-AC	2
Palo Alto	Security subscription 5 year prepaid	PAN-PA-5220-DNS-5YR-HA2	2
Palo Alto	Threat prevention subscription 5 year prepaid	PA-5220-TP-5YR-HA2	2
Palo Alto	PANDB URL filtering subscription 5 year prepaid	PA-5220-URL4-5YR-HA2	2
Palo Alto	<del>WildFire subscription 5 year prepaid</del>	<del>PA-5220-WF-5YR-HA2</del>	<del>2</del>
Palo Alto	Premium support 5 year prepaid	SVC-PREM-5220-5YR	2
Palo Alto	SFP+ SR 10GigE transceiver (PA-7000 series, PA-5060, PA-5050, PA-3060)	SFP-PLUS-SR	4
Palo Alto	<del>Panorama central management software, 25 devices</del>	<del>PAN-PRA-25</del>	<del>1</del>
Palo Alto	<del>Premium support 5 year prepaid, Panorama 25 devices</del>	<del>PAN-SVC-PREM-PRA-25-5YR</del>	<del>1</del>
Palo Alto	Cortex XDR Endpoint Protection, includes 30 days of data retention	PAN-XDR-PRVT	100

END EXHIBIT – A



## Quote

Quote Number: 3681

Payment Terms:  
Expiration Date: 07/30/2020

### Quote Prepared For

**Tony Nguyen**  
**Oak Park USD**  
  
United States  
Phone:9999999999

### Quote Prepared By

**Matt Caponera**  
**Digital Scepter**  
18100 Von Karman Ave Suite 850  
Irvine, CA 92612  
United States  
Phone:(949) 702-0405  
Fax:  
[matt@digitalscepter.com](mailto:matt@digitalscepter.com)

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>						
1)	2	PA-5220-AC Palo Alto Networks PA-5220 with redundant AC power supplies	\$52,500.00	\$26,250.00	\$26,250.00	\$52,500.00
2)	2	PAN-PA-5220-DNS-5YR-HA2 DNS Security subscription 5 year prepaid for device in an HA pair, PA-5220	\$30,800.00	\$9,240.00	\$21,560.00	\$43,120.00
3)	2	PA-5220-TP-5YR-HA2 Threat prevention subscription 5 year prepaid for device in an HA pair, PA-5220	\$30,800.00	\$9,240.00	\$21,560.00	\$43,120.00
4)	2	PA-5220-URL4-5YR-HA2 PANDB URL filtering subscription 5 year prepaid for device in an HA pair, PA-5220	\$30,800.00	\$9,240.00	\$21,560.00	\$43,120.00
5)	2	SVC-PREM-5220-5YR Premium support 5 year prepaid, PA-5220	\$38,800.00	\$3,880.00	\$34,920.00	\$69,840.00
6)	4	SFP-PLUS-SR SFP+ SR 10GigE transceiver (PA-7000 series, PA-5060, PA-5050, PA-3060)	\$1,500.00	\$750.00	\$750.00	\$3,000.00
7)	100	PAN-XDR-PRVT Cortex XDR Endpoint Protection, includes 30 days of data retention  5 year term	\$200.00	\$126.00	\$74.00	\$7,400.00
8)	1	Professional Services Professional Services outlined in bid	\$9,400.00		\$9,400.00	\$9,400.00

CONFIDENTIAL and intended for the recipient listed on this quote. Customer responsible for any applicable sales tax or expedited freight. View terms of sale at <https://digitalscepter.com/terms/> Professional Services require an advanced payment and a signed statement of work to schedule. Payment for hardware, subscriptions and support due NET 30 on approved credit. TO ORDER PLEASE EMAIL PO TO [ORDERS@DIGITALSCEPTER.COM](mailto:ORDERS@DIGITALSCEPTER.COM)

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
9)	40	DS-SERV Professional services pre-paid hours	\$250.00		\$250.00	\$10,000.00
<b>One-Time Total</b>						<b>\$281,500.00</b>
CMAS CONTRACT #3-08-70-2626A						<b>Subtotal \$281,500.00</b>
NASPO CONTRACT #AR626						
<b>Total Taxes</b>						<b>\$4,023.75</b>
<b>Total</b>						<b>\$285,523.75</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

CONFIDENTIAL and intended for the recipient listed on this quote. Customer responsible for any applicable sales tax or expedited freight. View terms of sale at <https://digitalscepter.com/terms/> Professional Services require an advanced payment and a signed statement of work to schedule. Payment for hardware, subscriptions and support due NET 30 on approved credit. TO ORDER PLEASE EMAIL PO TO [ORDERS@DIGITALSCEPTER.COM](mailto:ORDERS@DIGITALSCEPTER.COM)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.2.g. 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 Rocket Team	Aerojet Rocketdyne Foundation	\$1,000

**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: MARCH 17, 2019**

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

**INFORMATION/DISCUSSION**

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

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

**FISCAL IMPACT:** None

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

Respectfully submitted,

---

Anthony W. Knight Ed.D.,  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: B.3.b. APPROVE 2019-20 SCHOOL PLAN FOR STUDENT ACHIEVEMENT**  
**ACTION**

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**ISSUE:** Shall the Board approve each site's School Plan for Student Achievement?

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

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

The implementation of ESSA in California presents an opportunity for schools to innovate with their federally-funded programs and align them with the priority goals of the school and the LEA that are being realized under the state's Local Control Funding Formula (LCFF). LCFF provides schools and LEAs flexibility to design programs and provide services that meet the needs of students in order to achieve readiness for college, career, and lifelong learning. The SPSA planning process supports continuous cycles of action, reflection, and improvement. The School Plans for Student Achievement for all schools are available at this link: <http://bit.ly/39r4ubv>

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the School Plan for Student Achievement for each site.
2. Do not approve the School Plan for Student Achievement for each site.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: B.3.c. APPROVE ADDITIONAL INSTRUCTIONAL MATERIAL FOR THE AP ENGLISH III CLASS AT OAK PARK HIGH SCHOOL**

**ACTION**

**ISSUE:** Shall Oak Park High School add a new material titled "*Wuthering Heights*" to its AP English III curriculum?

**BACKGROUND:** A description of the proposed instructional materials is provided for the Board's reference. This additional material is being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting this textbook to the board at their March 4, 2020 meeting.

**FISCAL IMPACT:** The estimated cost of a class set is \$280. Funding source is the LCAP Goal 1.2 and will be included in the 2020-21 adopted budget.

**ALTERNATIVES:** 1. Approve the request for an additional material at Oak Park High School.  
2. Do not approve the request for an additional material at 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:

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

To: Curriculum Committee  
From: Kathy Schultheis, OPHS  
Re: The Adoption of Wuthering Heights into the AP English curriculum

### **Background: Why Wuthering Heights?**

Emily Bronte published Wuthering Heights in 1844. Her only novel is considered one of the finest in English. Wuthering Heights tells the story of two star-crossed lovers, Catherine Earnshaw and Heathcliff, who began life as childhood playmates on the English moors. Because of the insurmountable class barrier, "Cathy," as she is called, confesses her love for Heathcliff only to acknowledge her inability to marry him. Heathcliff leaves Cathy's family estate of Wuthering Heights to journey to London where he makes his fortune and returns many years later to buy the Earnshaw family seat.

There is a strong social class critique in Bronte's novel, but the emotional force of the work is what has rendered the tale immortal for many generations of readers. It is the haunting emotional attachment that characterizes the relationship of the two lovers that has inspired over eight cinematic treatments of the novel. Bronte is a superb critic of society, but ultimately it is the emotional complexity of her characters that has conferred immortality upon her tragic tale.

### **Wuthering Heights in AP English:**

The summer I will attend Oxford University to study Emily Bronte in a course that focuses exclusively on her work and that of her two sisters, Ann and Charlotte. I plan to spend much of the next few months preparing for the Oxford course by reading extensively in Bronte's biography, the Victorian age of which she was a part, and the era of the Pre-Raphaelite writers that followed in the last part of the Nineteenth Century. At Oxford, the focus of my work will be on the part the poet Shelley played in the development of Bronte's imagination. I plan to write my seminar paper on Shelley's influence on Emily Bronte and the Pre-Raphaelites like Christina Rossetti and William Rossetti.

If *Wuthering Heights* is approved by the Curriculum Committee, I will introduce the novel to my AP students during the second semester. I plan to have the students read Bronte's novel, after we study Ethan Frome by American writer, Edith Wharton. Wuthering Heights presents a dramatic contrast to Wharton's similar own tale of lovers separated by fate. My hope is to have the students undertake a comparative study of the different social fabrics depicted in the two narratives -- Bronte's landed gentry of Victorian England and Wharton's agrarian poor of the New England seaboard.

Having read Wuthering Heights for the first time in my own eleventh-grade year and having spent a lifetime returning to this rich work, I am confident that Wuthering Heights will provide AP students with an extraordinary perspective on the complexities of love and desire, as well as the role of social class in shaping human life.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.3.d. APPROVE NEW COURSE FOR CP ENVIRONMENTAL SCIENCE AT OAK PARK HIGH SCHOOL AND THE ASSOCIATED INSTRUCTIONAL MATERIALS**

ACTION

**ISSUE:** Shall Oak Park High School add a new course titled CP Environmental Science and the associated instructional materials?

**BACKGROUND:** The purpose of CP Environmental Science is to provide students with an in-depth look into the natural world and its processes with an emphasis on environmental science. The course will involve the reading of *“Environment: The Science Behind the Stories”*. A description of the course and details of 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 course to the board at their March 4, 2020 meeting.

**FISCAL IMPACT:** The estimated cost of a class set is \$11,661. \$5,830 will be paid July 2020 and the remaining \$5,830 will be paid July 2021. Funding source is the LCAP Goal 1.2 and will be included in the 2020-21 and 2021-2020 adopted budget.

**ALTERNATIVES:** 1. Approve the request for an additional course for CP Environmental Science the associated instructional materials for Oak Park High School.  
2. Do not approve the request for an additional course at 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:

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

**Title:** CP Environmental Science

OPHS Teacher Approval: ✓

**Length of Course:** Full year

OPHS Dept Chair Approval: ✓

**Subject Area:** Science (D)

OPHS Admin Approval: ✓

**UC Honors designation?** No

**Grade Level:** 12<sup>th</sup>

### **Course Description:**

The purpose of Environmental Science CP is to provide students with an in-depth look into the natural world and its processes with an emphasis on environmental science. The geologic record demonstrates that our environment that changed over a variety of time scales from seconds to billions of years. This course explores the many ways in which geologic processes have controlled and modified Earth's environment since Earth was formed and will continue to evolve as shown through computer modeling. Interrelationships between physical, biological, and chemical processes at Earth's surface are emphasized. Topics such as geology, ecology, water, soil, air, atmosphere, population, climate change, land uses, mineral resource, energy resource, geochemical cycles, waste, and solutions, will be used to teach a curriculum that gives students a comprehensive understanding of the universe, the natural world, and how everything is connected. Students will have an opportunity to evaluate environmental problems and propose solutions for a sustainable future.

This class meets the requirements for “d” laboratory science requirement. The Environmental Earth Science CP class curriculum is NGSS based so that more science and engineering practices are used, disciplinary core ideas are incorporated to promote essential ideas from all the major science disciplines, and cross cutting concepts are reinforced. This course will focus on the overarching NGSS performance expectations based on the four main topics which are Space Systems, History of the Earth, Earth's Systems, Weather and Climate, Human Sustainability, and Engineering Design. The course will also incorporate California's Environmental Principles and Concepts (EP & C's) through a broad curriculum that includes in-classroom and out-of-classroom education so that students will become environmentally literate and able to address current environmental challenges and prevent new ones.

This course is influenced by the EP & C's, NGSS standards, and the AP Environmental Science Curriculum. It is designed using the already approved Environmental Earth Science CP curriculum at Thousand Oaks High School. It also contains parts from the already approved Advanced Environmental Science at Thatcher School and Advanced Studies Environmental Science at Covina High School.

### **Course Content**

#### **Unit 1: Introduction into Environmental, Ecosystems**

##### **Lab: Tragedy of the Commons**

The “tragedy of the commons” is one of the most important topics in environmental science. Many resources (ex. clean air, biodiversity, fresh water) are available to many people, and when

resources are shared and limited (though potentially renewable), they are often exploited. This is due to the fact that the benefit to one person of using more of the resource outweighs the cost to that individual of the resource's overuse. Each person looks out only for his own interests, and succumbs to the logic that, "If I don't use the resource, then someone else will. I might as well get the benefit." Learning to overcome our natural tendency to overuse common resources is one of the most significant challenges we face in working to improve the environment. In completing this activity, students will learn to recognize situations that lead to a "tragedy of the commons" and how to prevent resource exploitation in these situations.

## **Unit 2: Biodiversity**

### **Activity: Theory of Island Biodiversity**

Students will determine the effects of habitat fragmentation on biodiversity. Students will use a "game board" and beans to explore how the size of an island habitat and its distance from the main ecosystem affects its biodiversity. Students will analyze how likely it is for migrants from the main ecosystem to reach the various habitat islands.

### **Activity: Squirrelling Away**

Students engage in an activity on the grass outside of class. Students will be split into four groups and each group will represent a different species of squirrel. Students will be given a tool (spoon, tweezers, etc...) that they will use to forage for food. The actual process of obtaining food (beans) will represent how different species interact in an ecosystem in order to survive. Students will be able to understand species interactions, generalist species, and specialist species. Students will use class data to calculate which species was most/least likely to reproduce and which species was most/likely to survive.

## **Unit 3: Populations**

### **Lab: Cemetery Lab**

Students analyze real cemetery data to study human demography. Students look at 100 different gravestones to record birth and death years. They use this information to death rates and survivorship curves. Students will be able to understand how factors such as advances in medicine and environmental protection may have affected human demography over the past 150 years. Students will predict how human demography might change in the future, based on the current socio-political reality and the presence of incurable disease.

## **Unit 4: Geology, Atmosphere, and Climate**

### **Lab: Soil Analysis Lab**

Students will bring in soil samples to measure porosity and permeability of soil from different regions. Students will observe soil texture and examine the nutrients in each sample. They will draw conclusions about why the region in which they obtained the soil has that specific porosity, permeability, and nutrient level.

### **Activity: Geology Simulation**

Students will use an interactive computer program to observe the characteristics of the the different layers of the earth. Students will observe how tectonics plates have changed over time. Using the computer simulation, students will understand what plate boundaries lead to volcanoes and earthquakes.

### **Unit 5: Land and Water Use**

#### **Activity: World Hunger Banquet**

This in-class simulation about world hunger encourages a deeper understanding of world food distribution and poverty. Each student, representing a different country, sits in the classroom according to their country's average income. Students receive food similar to what they would eat in the country they are representing. Students watch the TED "Hunger isn't a food issue. It's a logistics issue" by Ester Ndichu. Students write a short reflection about their feelings about the class simulation and explain what they learned about world hunger.

#### **Lab: Water Quality Analysis**

Students bring in their own water sample to determine the quality of water. Using tools in the classroom, students test the level of Nitrogen, Phosphorus, Copper, Turbidity, pH, temperature, conductivity, and dissolved solids.

### **Unit 6: Energy Resources & Consumption**

#### **Activity: Kill a Watt**

Students will identify ways in which electricity is consumed in their household by collecting data about appliances in their home, organizing it in a data table, and computing the energy consumption of their household. Students will interpret an electric utility bill and an electric meter to help them calculate their energy consumption. Students will analyze their results by comparing the daily energy consumption that they calculated from their home survey with the average calculated from their electric bill and draw conclusions about how they can reduce the energy consumption in their home.

### **Unit 7: Solid Waste, Air Pollution, Human Health Hazards**

#### **Lab: Car Exhaust Lab**

Students analyze the amount and pollution released from different car make and models. Students will go to the parking lot to collect car exhaust from a variety of cars and bring back exhaust to analyze in the lab by measuring the level of carbon.

### **Unit 8: Global change**

#### **Lab: Environmental Models**

Each lab group will be assigned a specific environmental phenomena (temperature inversion, ocean acidification, albedo, buffered lakes, sea level rise, urban heat islands) that they will model. Each group will video tape themselves modeling the environmental phenomena. They will add captions and information to the video so it can become an educational video. They will share the video with the rest of the class. Students will watch other group's videos and record what they learned on a google document. Finally, students will brainstorm with their group to



come with a new environmental phenomena to model. They will decide what materials they will need and write the procedure well enough for scientific replication.

## **Unit 9: A Sustainable Future**

### **Project: Sustainable City**

This cross-curricular group project will be completed in this class as well as Geopolitics and the World Today. The purpose of this project is to establish confidence, knowledge, and determination in students so they can become agents of change towards a sustainable future. Students' task will be to create a model of a sustainable city using only recyclable material. There will be environmental and economic restrictions that they must follow while building their city. For example, there will be a finite amount of "money" that they will be allowed to use to build their city and they will only be allowed to produce a certain amount of air, water, and solid pollution. After completion, students will better understand how to create an environmentally-friendly sustainable future.

### **Textbook:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>Edition</b>	<b>Date</b>
Environment: The Science Behind the Stories	Withgott, Jay H. & Laposata, Matthew	Pearson	6th	2018
Environmental Science for the AP Course	Frieldand, Andrew & Relyea, Rick	Bedford, Freeman & Worth	3rd	2019

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.3.e. APPROVE NEW COURSE SPANISH CULTURE AND FILM HONORS AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall Oak Park High School add a new course titled Spanish Culture and Film?

**BACKGROUND:** The purpose of Spanish Culture and Film is to provide students with an analytical perspective of Latin American Culture and historical events through the use of films and documentaries. The course will focus on major political, social and cultural aspects of given regions within the confines of modern history. A description of the course and details of 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 course to the board at their March 4, 2020 meeting.

**FISCAL IMPACT:** None

**ALTERNATIVES:** 1. Approve the request for an additional course for Spanish Culture and Film for Oak Park High School.  
2. Do not approve the request for an additional course at 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:

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

**Title:** Spanish Culture and Film (Honors\*)

OPHS Teacher Approval: ✓

**Length of Course:** Full year

OPHS Dept Chair Approval: ✓

**Subject Area:** Language other than English (E)

OPHS Admin Approval: ✓

**UC Honors designation?** \*Yes (pending application)

**Prerequisites:** Successful completion of Spanish 3 or higher

### **Course Description:**

The purpose of this course is to provide students with an analytical perspective of Latin American culture and historical events through the use of films and documentaries. The course focuses on major political, social and cultural aspects of given regions within the confines of modern history.

All students are expected to participate in class discussions, research topics and present several in-depth investigations over various topics including political, social and/or cultural aspects of a given country or region. Religion, economics, government, politics, geography, gender, ethnicity, art, literature and philosophy are just a few of the areas of social studies that will be utilized and explored to aid discussions. The medium of film will be used to generate discussion and increase comprehension and understanding of specific events and/or cultural awareness of the living standards of Hispanic American citizens.

Through the exploration of the topics above, students will be required to participate fully in Spanish so that all four forms of communication (speaking, listening, reading, and writing) can be enhanced, furthering their fluency of the language.

### **Course Content**

#### Unit 1: Immigration

##### **Films:**

- ¿Cuál es el camino a casa? (Documentary: US/Mexico/Honduras)
- La misma luna (US/Mexico)
- Vientos de Agua (Netflix Series)

**Essential Question:** Why do we, as a society in the US, need movies like, "La misma luna" to feel sympathy towards immigrants?

**Objectives:** In this unit students will explore and analyze the history of immigration, the reforms, the hardships, the conflicts and perspectives.

#### Unit 2: Music

##### **Films:**

- Danzón (Mexico)

**Essential Question:** How does music reflect the culture of its people?

**Objectives:** Students will define culture and the different aspect of it. They will identify, see and hear different genres of music, instruments, dance, customs and costumes of Spanish speaking countries. Students will analyze how culture and music are intertwined.

### Unit 3: Environment

#### **Films:**

- Landfillharmonic (Documentary: Paraguay)
- Maquilapolis (Documentary: Tijuana, México)

**Essential Question:** How does the lack of resources motivate people to be creative?

**Objectives:** Students will analyze how the historical and cultural background of Paraguay and Mexico have had an impact on the environment of these two countries. Students will evaluate the need of protecting the environment and creating solutions.

### Unit 4: Poverty

#### **Films:**

- Entre Nos (movie:US/Colombia)
- Nueva Yol (movie: Dominican Republic)
- Rumbo a las grandes ligas (movie: Dominican Republic)

**Essential Question:** How does poverty force people to violate their ethical and family values?

**Objectives:** Students will define poverty, will analyze different definitions of poverty, research the poverty levels of Spanish speaking countries and create a list of the different aspects of life it affects. Students will then analyze and make inferences on how these aspects play a role in the lives of the characters in the movie.

### Unit 5: Human Rights

#### **Films:**

- Machuca (end of democracy)
- Nuestros desaparecidos (Documentary: Argentina-Dirty War)
- La historia oficial ( Argentina -Dirty War)

**Essential Question(s):** How does the polarization of a country affects its people? How did the Argentinean Dirty War change the victims' identities? Were the goals of the military in Argentina's Dirty War important enough to justify the sacrifices in human rights that it entailed?

**Objectives:** Students define and identify human rights in their own words, will study the Dirty War of Argentina and make judgments on the perspectives of all sides of the realm, victims, government, and general public.

### Unit 6: Political Issues

**Movies:**

- El viaje de Carol (Spain-Civil War)
- Guantanamera (Cuba-Castro's Cuba)
- The Dirty War: Argentina

**Essential Question:** How does the politics of a country play an important role in the polarization of its citizens?

**Objectives:** Students will write notes on the Castro's Cuba and the Spanish Civil War. They will analyze and make judgments on how the political issues shape the lives of the characters in the movies, they will relate the archetypes presented in the movie and how these form part of their lives as well.

**Unit 7: Alienation/Prejudice****Movies:**

- De eso no se habla (Argentina)
- Un lugar del mundo (Uruguay/Argentina)

**Essential Question:** How can we show respect and tolerance for people who are different from us?

**Objectives:** Students will analyze and discuss the types of prejudice and how certain behaviors can alienate certain groups in society.

*No Textbooks Required*

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.3.f. APPROVE TWO NEW PHYSICAL EDUCATION COURSES AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall Oak Park High School add two new Physical Education courses?

**BACKGROUND:** Oak Park High School would like to add two new Physical Education courses, Intramural Basketball and Strength/Conditioning. The purpose of Intramural Basketball is to teach basic to advanced fundamentals of basketball. Students will participate in individual and team tournaments along with other basketball related games. The purpose of Strength and Conditioning teaches basic to advanced fundamentals of weight training and will help students attain an overall knowledge of fitness in order to build lifelong exercise habits. A description of the courses and details of proposed instructional materials is provided for the Board's reference. These courses are being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting these courses to the board at their March 4, 2020 meeting.

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the request for two additional Physical Education courses for Oak Park High School.
2. Do not approve the request for two additional Physical Education courses Oak Park High School.

**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 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.	_____	_____	_____	_____

## PE CLASSES for 10-12 -- Proposal

OPHS Both Coaches Approval: ✓

OPHS Admin Approval: ✓

Curriculum Council Approval: ✓

1. Intramural Basketball
2. Strength/Conditioning (instead of Team Sports/Weightlifting)
3. Ultimate Sports (instead of Court Sports) \*\*aka PE 2, if numbers in other options are too low to form a class, put students here - previously offered
4. Walking for Exercise/Fun

<b>Course:</b>	<b>Intramural Basketball</b>	<b>Semester or</b>	<b>5 or 10 credits</b>
<b>Course Code:</b>	<b>(PE-INTBAS or PE-INTBAS)</b>	<b>Year Course:</b>	<b>(2nd-year Physical Education or General Elective)</b>
<b>Grade:</b>	<b>10-12</b>	<b>UC/CSU:</b>	<b>No</b>
<b>Prerequisite:</b>	<b>None</b>	<b>NCAA:</b>	<b>No</b>

This course teaches basic to advanced fundamentals of basketball. Students will participate in individual and team tournaments along with other basketball related games. Students will develop skills including: strategy, footwork, shooting technique, as well as offensive and defensive principles. Sportsmanship, mental and physical conditioning, and friendly competition are emphasized.

**Note:** 9th-grade students may take for elective credit.

<b>Course:</b>	<b>Strength and Conditioning</b>	<b>Semester or</b>	<b>5 or 10 credits</b>
<b>Course Code:</b>	<b>(PE-STRCONF or PE-STRCONS)</b>	<b>Year Course:</b>	<b>(2nd-year Physical Education or General Elective)</b>
<b>Grade:</b>	<b>10-12</b>	<b>UC/CSU:</b>	<b>No</b>
<b>Prerequisite:</b>	<b>None</b>	<b>NCAA:</b>	<b>No</b>

The course teaches basic to advanced fundamentals of weight training. Students will benefit from comprehensive weight training, cardiorespiratory endurance, resistance training, agility training, and flexibility. Students will be introduced to the various fitness equipment, how to safely engage in proper technique, and how to target major muscle groups. The class will help students gain an overall knowledge of fitness in order to build lifelong exercise habits.

**Note:** 9th-grade students may take for elective credit.

<b>Course:</b>	<b>Ultimate Sports</b>	<b>Semester or</b>	<b>5 or 10 credits</b>
<b>Course Code:</b>	<b>(PE-ULTIM-F or PE-ULTIM-S)</b>	<b>Year Course:</b>	<b>(2nd-year Physical Education or General Elective)</b>
<b>Grade:</b>	<b>10-12</b>	<b>UC/CSU:</b>	<b>No</b>
<b>Prerequisite:</b>	<b>None</b>	<b>NCAA:</b>	<b>No</b>

Possible sports offered: Eagle Football, Softball, Speedball, PPK (punt, pass, and kick), and Ultimate Frisbee, Capture the Flag, Billyball, and Touch Rugby. This class is designed to be competitive and will promote fun activities, teamwork, cardiovascular development, and skill development. All levels welcome.

**Note:** 9th-grade students may take for elective credit.

<b>Course:</b>	<b>Walking for Exercise/Fun</b>	<b>Semester or</b>	<b>5 or 10 credits</b>
<b>Course Code:</b>	<b>(PE-WALK or PE-WALKS)</b>	<b>Year Course:</b>	<b>(2nd-year Physical Education or General Elective)</b>
<b>Grade:</b>	<b>10-12</b>	<b>UC/CSU:</b>	<b>No</b>
<b>Prerequisite:</b>	<b>None</b>	<b>NCAA:</b>	<b>No</b>

This course, which is available for all students, will use walking as a means of exercise and activity. Walking will take place on campus and around the Oak Park community including hikes on local trails. While primarily the course is comprised of actively and briskly walking for exercise, side benefits include social interaction with friends and information about how to develop and continue lifelong fitness practices. The class is designed to teach the principles of lifetime physical fitness, including the five major components of fitness. A variety of health and wellness topics will be addressed. Most importantly the class will be a great way to exercise and have fun!

**Note:** 9th-grade students may take for elective credit.



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2019**

**SUBJECT: B.3.g. APPROVE ALTERNATIVE ASSIGNMENTS FOR STUDENTS WHO OPT-OUT OF FAMILY LIFE/SEXUAL HEALTH CURRICULUM**

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**ACTION**

**ISSUE:** Shall the Board approve the alternative assignments for students who opt-out of family life/sexual health curriculum?

**BACKGROUND:** The California Healthy Youth Act (Education Code 51930) requires that school districts offer alternative assignments for students who are opted out of any part or all of sexual health instruction. At the March 4 Curriculum Council this alternative assignment was found to be in alignment with the goals of the California Healthy Youth Act. Primarily, this alternative lesson meets the following goal of the California Healthy Youth Act: "To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors."

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the approve the alternative assignments for students who opt-out of family life/sexual health curriculum.
2. Do not approve the alternative assignments.

**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 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.	_____	_____	_____	_____

The California Healthy Youth Act has five primary purposes:

- To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;
- To provide pupils 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;
- To promote understanding of sexuality as a normal part of human development;
- To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end;
- To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

While this legislation requires sexual health instruction for schools that serve students in grades 7-12, school districts may opt to instruct students younger than 7th grade, so long as the information is “age appropriate and medically accurate.”

Parents may, by written request, opt-out their children from comprehensive sexual health education. Students who are opted out from this instruction must be given an alternative assignment. The attached document outlines an alternative assignment that may be used for students in 5th-7th grade who are opted out of sexual health instruction. The lesson emphasizes healthy behaviors through the development of knowledge and skills related to healthy eating and lifestyle choices.

The lesson plans may be modified to meet the specific needs of students, as well as the number of students opted out at a specific school.



## LESSON PLAN

Level:	Primary/Junior
About the Author:	MediaSmarts
Duration:	40 minutes

# Looking at Food Advertising

## Overview

This lesson introduces students to the ways in which advertising can affect their food choices. Working from television and magazine ads, students discuss the techniques used by advertisers to engage kids with products. Specifically, they assess the importance of "spokescharacters" and jingles as effective ways to build relationships with kids. As a class exercise, they create jingles and spokescharacters themselves for the foods they enjoy.

## Learning Outcomes

Students demonstrate:

- awareness of the methods used by advertisers to sell food products.
- beginning awareness of how they are affected by food advertising.

## Preparation and Materials

- Tape TV commercials targeted towards children. (Saturday mornings usually offer a wide variety of snack and cereal ads.)
- Collect food ads from magazines.

## The Lesson

### Guided Discussion: Advertisements

A good way to begin evaluating food advertising messages is to point out products in television and magazine ads. While discussing the ads ask:

- How many different techniques can you spot in these advertisements? For example, do the manufacturers use animation, filming tricks, music, bright colours or celebrities?
- How do these techniques make you *feel* about the product? Do they make you *want* to have it? (One way they do this is to imply that the product gives children 'power'.)
- Why is it good for the manufacturers if their advertisements make you want to buy their product?



## Activity 1

### Brand Characters

One method used by food companies to attract kids is to create characters that are associated with their product or brand. On the blackboard, have the children come up with a list of their favourite "food" characters, such as *Tony The Tiger*, *The Honey Comb Kid*, *The Nestle Quick Bunny*.

- Why might companies create "spokescharacters" like *Captain Crunch* or *Toucan Sam*? (They give products a friendly face that kids can relate to; they make a product appear fun and exciting.)
- Have your students ever wanted to try a product because they like its "spokescharacter?"

Using the list on the board, ask students to identify what they like best about each of these characters. Have them vote on which is their favourite.

Have students think of their favourite food and ask them create and name their own food character. Let them draw or paint a picture of their new character with their favourite food.

## Activity 2

### Jingles

Explain that manufacturers create *jingles*, or catchy sayings, to encourage customers to think of their products. See how many students can complete the following food jingles and identify the food product that is connected to:

"Betcha can't eat just one....." (Frito Lay) "It's a honey of an O, its....." (Honey-nut Cheerios) "Good, good, whole wheat...." (Shreddies) "You can't drink it slow, if it's...." (Quick) "Leggo my...." (Eggo) "I gotta have my...." (Corn Pops) "Silly Rabbit,.....Are for kids!" (Trix) "When you've got the munchies, nothing else will do...." (Hostess Potato Chips)

Ask students what makes these jingles so effective. (Answers may include: short, catchy phrases and simple music that make them easy to remember; continual repetition of the jingle in television and radio ads.)

- Tell students to record other popular food jingles (or jingles for other products) in their media journals or, have them create a food jingle of their own.
- As an extension activity, have children record their original jingles for their favorite foods and play them to the class.

## Evaluation

- Original food character
- Media Journal entries



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.4.a. APPROVE AMENDMENT TO BOARD POLICY 1431 – WAIVERS - First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy 1431 – Waivers?

**BACKGROUND:** Board Policy updated to add the requirement, when submitting a general waiver request to the State Board of Education, to include a written summary of any objections to the request by school site councils or advisory committees, as applicable. Policy adds the requirement that a request pertaining to a regional occupational center or program operated by a joint powers agency be submitted as a joint waiver request with other participating districts. Policy reflects guidance in CDE's General Waiver Instructions regarding proper notice for a public hearing on a waiver request proposal. Board Policy 1431 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 1431 – Waivers.  
2. Do not amend Board Policy 1431 – Waivers.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1431(a)

## Waivers

The Governing Board recognizes that ~~strict compliance with~~ circumstances may arise in the ~~law—may sometimes hinder~~ operation of the ~~district's ability to provide its students with an effective, well-rounded educational program.~~ district that require a waiver from state law or regulation. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state ~~or federal~~ law or regulation which ~~it~~SBE has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to ~~the~~ SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision. ~~—Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council—when required by law.~~

If the proposed waiver request affects a program that requires the existence of a school site council, the Superintendent or designee shall obtain the school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33051)

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

~~*(cf. 0420.1—School Based Program Coordinators)*~~

*(cf. 1220 - Citizen Advisory Committees)*

In addition, the Superintendent or designee shall ~~involve~~ consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050~~),~~ 33051)

*(cf. 4140/4240/4340 - Bargaining Units)*

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

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

To receive public testimony on each proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1431(b)

The notice, which shall state the time, date, location, and subject of the public hearing **and invite public testimony**, may be printed in a newspaper of general circulation **and/or** posted at each school and three public places in the district.

(cf. 9320 - Meetings and Notices)

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the ~~district~~Board has requested and received the same general waiver from ~~the~~ SBE for two consecutive years, the Board ~~is~~does not ~~required~~subsequently need to reapply annually ~~if provided that~~ the information contained on the request remains current. ~~However,~~ **except that** the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

## **Legal Reference:**

### EDUCATION CODE

33050-33053 General waiver authority

48800 Attendance at community college

~~51745.6~~51747.3 Charter school independent study ~~ratio~~funding

56000-~~56885~~56867 Special education programs

65001 School site councils

~~305-311 Structured English immersion program; parental exception waivers~~

~~5000-5033 Governing board elections~~

~~8750-8754 Grants for conservation education~~

~~10400-10407 Cooperative improvement programs~~

~~17047.5 Facilities used by special education students~~

~~17291 Portable school buildings~~

~~37202 Equity length of time~~

~~41000-41360 School finance~~

~~41381 Minimum school day~~

~~41600-41854 Computation of allowances~~

~~41920-42842 Budget requirements; local taxation by school districts~~

~~44520-44534 New program for careers~~

~~44666-44669 School Based Management and Advanced Career Opportunities for Classroom Teachers-Programs~~

~~44681-44689 Administrator Training and Evaluation~~

~~45108.7 Maximum number of senior management positions~~

~~48660-48666 Community day schools~~

~~49550-49560 Meals for needy students~~

~~51224.5 Algebra instruction~~

~~51870-51874 Educational Technology~~

~~52080-52090 Class size reduction grade 9~~

~~52122.6-52122.8 Class size reduction impacted school sites~~

~~52160-52178 Bilingual Bicultural Education Act of 1976~~

~~52180-52186 Bilingual teacher waiver~~

~~52200-52212 Gifted and Talented Pupils Program~~

~~52340-52346 Career Guidance Centers~~

~~52522 Plans for adult education~~

~~52850-52863 School Based Coordinated Program~~

~~54000-54028 Disadvantaged Youth Program~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1431(c)

~~54100-54145—Miller-Unruh Basic Reading Program~~  
~~54407—Waiver for compensatory education programs~~  
~~58407—Waiver related to individualized instruction program~~  
~~58900-58928—Restructuring demonstration programs~~  
~~60119 Public hearing on sufficiency of instructional materials~~  
~~60851 High school exit examination, waiver for student with disabilities~~  
~~CODE OF REGULATIONS, TITLE 5~~  
~~1032 Academic Performance Index~~  
~~3100 Resource Specialist caseload waivers~~  
~~3945 Cooperative programs~~  
~~9531 Instructional materials funding~~  
~~11960 Charter school attendance~~  
~~11963.4 Charter school percentage funding~~  
~~13017—Waivers, compensatory education New Careers in Education Program~~  
~~13044—Waivers, Compensatory education Professional Development and Program Improvement Programs~~  
~~UNITED STATES CODE, TITLE 20~~  
~~1400-1482 Individuals with Disabilities in Education Act—~~  
~~7155 Safe and Drug-Free Schools, authorized activities~~

## **Management Resources:**

### WEB SITES

California Department of Education, Waiver Office: ~~—~~<http://www.cde.ca.gov/re/lr/wr>  
Commission on Teacher Credentialing: ~~—~~<http://www.ctc.ca.gov>

Adopted: 10-4-83

Amended: 12-17-85, 4-2-91, 9-17-02, 11-18-03, 9-20-05, 11-19-13, 3-17-20



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: B.4.b. APPROVE AMENDMENT TO BOARD POLICY 3600 – CONSULTANTS  
- First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Board Policy 3600 – Consultants?

**BACKGROUND:** Board Policy updated to reflect NEW LAW (AB 5) which codifies a three-part test, established in Dynamex Operations West Inc. v. Superior Court of Los Angeles, to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor. Policy also updates the statement on nondiscrimination to include additional protected categories, and reflects law regarding harassment of or by an independent contractor. Board Policy 3600 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 3600 – Consultants.  
2. Do not amend Board Policy 3600 – Consultants

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3600(a)

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## Consultants

The Governing Board authorizes the use of consultants and other independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience, or knowledge. Individuals, firms, or organizations employed as ~~consultants~~ independent contractors may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional, or other matters.

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

As part of the contract process, the Superintendent or designee shall determine, ~~in accordance with Internal Revenue Service guidelines,~~ that the ~~consultant~~ individual, firm, or organization is properly classified as an independent contractor. ~~District employees who perform extra-duty consultant services shall not be retained as independent contractors. They~~ A person, firm, or organization shall be considered ~~employees for all purposes, even if~~ an employee rather than an independent contractor unless the ~~additional services are not related~~ district is able to ~~their regular duties.~~ demonstrate that all of the following conditions have been met: (Labor Code 2750.3)

1. The person or entity is free from the control and direction of the district in connection with the performance of the work.
2. The person or entity is performing work that is outside the usual course of the district providing educational services.
3. The person or entity is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.

Specific statutory exceptions to this analysis for the determination of whether a person, firm, or organization is an independent contractor may apply. (Labor Code 2750.3)

~~(cf. 4117.12/4317.12 - Retirement Consultancy Contracts)~~

All consultant contracts shall be brought to the Board for approval.

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

~~The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3600(b)

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*(cf. 4132/4232/4332 - Publication or Creation of Materials)*

All qualified ~~firms or resource persons~~ independent contractors shall be accorded equal opportunity for ~~consultant~~ contracts regardless of actual or perceived race, ~~creed~~, color, ~~gender~~, national ~~or ethnic~~ origin, ancestry, age ~~or~~, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 220; Government Code 12940)

*(cf. 3311 - Bids)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

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

*(cf. 0415 - Equity)*

*(cf. 4030 - Nondiscrimination in Employment)*

Independent contractors ~~applying for a consultant contract~~ shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend approval of the ~~consultant's employment~~ contract.

Any consultant hired by the district who is subject to the filing requirements in the district's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

*(cf. 9270 - Conflict of Interest)*

When employees of a public university, county office of education, or other public agency serve as ~~consultant~~ consultants or ~~resource persons~~ independent contractors in other capacities for the district, they shall certify as part of the ~~consultant~~ agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for ~~this~~ the district.

The Board prohibits the harassment of an independent contractor by any district employee or by any other person with whom the independent contractor comes in contact during the course of employment with the district. Additionally, the Board prohibits the harassment of a district employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable district complaint procedures. (Government Code 12940)

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3600(c)

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## **Legal Reference:**

### EDUCATION CODE

220 Prohibition of discrimination

10400-10407 Cooperative improvement programs

~~35010 Control of districts; prescription and enforcement of rules~~

~~35172(a) Promotional activities~~

35204 Contract with attorney

17596 Limit on continuing contracts

35010 Control of districts; prescription and enforcement of rules

35172 Promotional activities

35204 Contract with attorney

44925 Part-time readers employed as independent contractors

45103 Classified service in districts not incorporating the merit system

45103.5 Contracts for food service consulting services

45134-45135 Employment of retired classified employee

45256 Merit system districts; classified service; positions established for professional experts on a temporary basis

### GOVERNMENT CODE

12940 Unlawful employment practices

53060 Contract for special services and advice-

### ~~Management Resources:~~

### INTERNAL REVENUE SERVICE PUBLICATIONS

~~15-A Employer's Supplemental Tax Guide~~

82019 Designated employee

87302 Conflict of interest code

### LABOR CODE

2750.3 ABC three-part test: employees and independent contractors

### UNEMPLOYMENT INSURANCE CODE

606.5 Determination of employment status

621 Employer and employee defined

### CODE OF REGULATIONS, TITLE 2

18700.3 Consultant

### COURT DECISIONS

*Dynamex Operations West, Inc. v. Superior Court of Los Angeles* (2018) 4 Cal. 5th 903

*S.G. Borello & Sons, Inc. v. Department of Industrial Relations* (1989) 48 Cal. 3d 341

Adopted: 9-17-02

Amended: 2-17-04, 3-17-20

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: B.4.c. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 5116.1 – INTRADISTRICT OPEN  
ENROLLMENT - First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5116.1 – Intradistrict Open Enrollment?

**BACKGROUND:** Board Policy and regulation updated to delete material related to transfers under the state Open Enrollment Act and federal Program Improvement, as those programs are no longer operational. Policy also reflects NEW LAW (AB 1127) which requires districts to approve an intradistrict transfer request for a student who is a victim of bullying, as defined. Optional item added for districts electing to offer intradistrict transfers to all students in a school identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), in which case priority must be given to the lowest achieving students from low-income families. Regulation revised to clarify timelines for transfers out of schools identified by CDE as "persistently dangerous." For districts that offer transfers out of CSI schools, regulation allows a transfer student the opportunity to remain in the school of enrollment until completing the highest grade offered at that school. Board Policy 5116.1 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation 5116.1 – Intradistrict Open Enrollment.
2. Do not amend Board Policy and Administrative Regulation 5116.1 – Intradistrict Open Enrollment.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(a)

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## Intradistrict Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

*(cf. 5116.2 - Involuntary Student Transfers)*  
*(cf. 5117 - Interdistrict Attendance)*

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

## Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student: ~~to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:~~

~~1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act List. (Education Code 48354)~~

~~(cf. 5118 - Open Enrollment Act Transfers)~~

~~2. Any student~~

1. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)

*(cf. 0450 - Comprehensive Safety Plan)*

~~3. Any student who is~~

2. Is a victim of a violent crime while on school grounds. (20 USC 7912)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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~~4. Upon a finding that~~

3. Is victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)

If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)

*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 5131.2 - Bullying)*

4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)

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

5. Is experiencing special circumstances ~~exist~~ that might be harmful or dangerous to the student in the current attendance area. ~~Special circumstances, include, but are, including, but~~ not limited to, threats of bodily harm or threats to the emotional stability of the student. ~~Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:~~ (Education Code 35160.5)
  - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, ~~or a social worker, or a properly licensed or registered professional, such as including, but not necessarily limited to,~~ a psychiatrist, psychologist ~~or~~, marriage and family therapist, ~~clinical social worker, or professional clinical counselor~~
  - b. A court order, including a temporary restraining order and injunction
6. Is a sibling of ~~a~~another student already ~~in attendance in~~attending that school-
7. Has a ~~Any student whose~~ parent/guardian ~~is assigned to that school as his/her~~ whose primary place of employment ~~is that school~~

## Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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with law and Board policy, applications for intradistrict open enrollment shall be submitted between May 1 and June 1 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine ~~who~~ which students shall be admitted whenever the district school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, ~~except that~~. However, existing entrance criteria may be used for enrolling students in specialized schools or programs ~~may be used~~, provided that the criteria are uniformly applied to all applicants. ~~Academic~~ In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 -- Gifted and Talented Student Program)

~~(Optional—does not need to be added by districts that do not provide transportation)~~

~~Except as required for students who transferred out of a Title I program improvement school~~  
Transportation

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being a victim of bullying. (Education Code 46600)

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

## Legal Reference:

### EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance



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48204 Residency requirements for school attendance  
48300-48316 Student attendance alternatives, school district of choice program  
~~48350-48361 Open Enrollment Act~~  
48980 Notice at beginning of term  
CODE OF REGULATIONS, TITLE 5  
11992-11994 Definition of persistently dangerous schools  
UNITED STATES CODE, TITLE 20  
6311 State plans  
*6313 Eligibility of schools and school attendance areas; funding allocation*  
7912 Transfers from persistently dangerous schools  
~~CODE OF FEDERAL REGULATIONS, TITLE 34~~  
~~200.36 Dissemination of information~~  
~~200.37 Notice of program improvement status; option to transfer~~  
~~200.39 Program improvement, transfer option~~  
~~200.42 Corrective action, transfer option~~  
~~200.43 Restructuring, transfer option~~  
~~200.44 Public school choice, program improvement schools~~  
~~200.48 Transportation funding for public school choice~~  
COURT DECISIONS  
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275  
ATTORNEY GENERAL OPINIONS  
85 Ops. Cal. Atty. Gen. 95 (2002)

## **Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Public School Choice FAQs  
Every Student Succeeds Act ~~2016-17 School Year Transition Plan, April 2016~~ Update #8, July 14, 2017  
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS  
~~Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016~~  
Unsafe School Choice Option, May 2004  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov> ~~U.S. Department of Education: <http://www.ed.gov>~~

Adopted: 6-92

Amended: 3-29-94, 4-20-99, 9-17-02, 6-19-12, 01-17-17, 3-2-2020

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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AR 5116.1(a)

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## Intradistrict Open Enrollment

### Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 **calendar** days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and ~~his/her~~ parent/guardian in making the offer. If the parent/guardian elects to transfer ~~his/her-child~~ **the student**, the transfer shall be completed as soon as practicable.

### Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," **intradistrict transfers shall be granted as follows:**

1. **Within 10 days of receipt of the notification from CDE,** the Superintendent or designee shall provide parents/guardians of students attending the school with ~~the following notifications:~~ **notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.**

~~1. Within 10 days of receipt of the notification from CDE, notice of the school's designation—~~

~~2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child~~

(cf. 0450 - Comprehensive Safety Plan)

2. Parents/guardians who desire to transfer their child out of a ~~“persistently dangerous”~~ **the** school shall provide a written ~~request~~ **response** to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. ~~—The Superintendent or designee may—~~

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~~establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.~~

3. The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. The Superintendent or designee shall notify the parents/guardians of the assigned school.~~considerations.—~~
4. For students whose parents/guardians accept the offer, the transfer shall ~~generally~~ be made ~~within 30 school days of receiving as quickly as possible. If the notice of the school's designation from the CDE.—~~ If parents/guardians decline the assigned school, the student may remain in ~~his/her~~ the current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Attendance)

## Other Intradistrict Open Enrollment

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of ~~these~~ those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.
2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to

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whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

4. Approved applicants must confirm their enrollment within 10 school days.

Any student who, ~~prior to the 2016-17 school year, was~~ is granted a transfer out of a ~~Title I~~ school that had been identified by CDE for ~~program~~comprehensive support and improvement shall be allowed to remain in the school of enrollment until ~~he/she completes~~completing the highest grade offered at that school. (20 USC 6311)

~~(cf. 0520.2 - Title I Program Improvement Schools)~~

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

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

## Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

~~(cf. 5111.1 - District Residency)~~

~~(cf. 5118 - Open Enrollment Act Transfers)~~

2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance

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6. The explanation of attendance options under California law as provided by ~~the~~ CDE

*(cf. 5145.6 - Parental Notifications)*

Adopted: 9-17-02

Amended: 11-08, 3-11, 1-17-17, 3-17-20

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.4.d. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 5117 – INTERDISTRICT  
ATTENDANCE - First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5117 – Interdistrict Attendance?

**BACKGROUND:** Board Policy updated to reflect NEW LAW (AB 1127) which requires districts to provide transportation assistance to transfer students who are victims of bullying or are children of active duty military parents/guardians, if they are also eligible for free or reduced-priced meals. Regulation updated to reflect provisions of AB 1127 which (1) prohibit consideration of specified characteristics when selecting students for transfer who are victims of bullying or children of active duty military parents/guardians and (2) require a district to accept a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level. Board Policy 5117 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy and Administrative Regulation 5117 – Interdistrict Attendance.  
2. Do not amend Board Policy and Administrative Regulation 5117 – Interdistrict Attendance.

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

Respectfully submitted,

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

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

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

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

*Series 5000*

*Students*

*BP 5117(a)*

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## **Interdistrict Attendance**

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

*(cf. 5111.1 - District Residency)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

## **School District of Choice Program**

The Board has designated the Oak Park Unified School district as a “school district of choice” and shall accept students who reside within other California school districts who wish to attend a district school.

The Board shall, by resolution, annually establish the number of students who will be accepted into the district through this program based on recommendations by the Superintendent or designee as to the number of transfer students the district will be able to accept and the schools, grades, and programs that will be able to accept the students. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity, as required pursuant to Education Code 48301.

Students shall be admitted to district schools through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

After the district admits students in accordance with the school district of choice program, provided space is available at particular grade levels, the Superintendent or designee may admit students based on individual interdistrict attendance permits pursuant to Education Code 46600.

The Superintendent or designee shall keep an accounting of all requests for admittance and a record of their disposition, including, but not limited to, all of the following: (Education Code 48313)

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1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred into and out of the district pursuant to this program
3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program
4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

The district's compliance with specified program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

*(cf. 3460 - Financial Reports and Accountability)*

## Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.



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## Transportation

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

*(cf. 3553 - Free and Reduced Price Meals)*

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

## **Legal Reference:**

### EDUCATION CODE

*8151 Apprentices, exemption from interdistrict attendance agreement*

*41020 Annual district audits*

*46600-46610 Interdistrict attendance agreements*

*48204 Residency requirements for school attendance*

*48300-48317 Student attendance alternatives, school district of choice program*

*48900 Grounds for suspension or expulsion; definition of bullying*

*48915 Expulsion; particular circumstances*

*48915.1 Expelled individuals; enrollment in another district*

*48918 Rules governing expulsion procedures*

*48980 Notice at beginning of term*

*48985 Notices to parents in language other than English*

*52317 Regional occupational center/program, enrollment of students, interdistrict attendance*

### CALIFORNIA CONSTITUTION

*Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin*

### COURT DECISIONS

*Walnut Valley Unified School District v. the Superior Court of Los Angeles County (2011) 192 Cal.App.4th 234*

*Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275*

### ATTORNEY GENERAL OPINIONS

*87 Ops. Cal. Atty. Gen. 132 (2004)*

*84 Ops. Cal. Atty. Gen. 198 (2001)*

## **Management Resources:**

### WEB SITES

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

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

Adopted: 5-24-78

Amended: 5-15-84, 1-7-86, 5-17-94, 3-12-02, 9-17-02, 2-15-05, 4-18-06, 6-10-08, 6-9-09, 2-16-10, 1-11, 7-12, 1-16-18, 8-20-19, **3-17-20**

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

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### **Interdistrict Attendance**

#### **School District of Choice Program**

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

*(cf. 1113 - District and School Web Sites)*

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

*(cf. 6173.2 - Education of Children of Military Families)*

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

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The district may deny a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.
2. Second priority shall be given to students eligible for free or reduced-price meals.

*(cf. 3553 - Free and Reduced Price Meals)*

3. Third priority shall be given to children of military personnel.

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

*(cf. 9324 - Minutes and Recordings)*

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For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

*(cf. 5111.1 - District Residency)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

*(cf. 6146.3 - Reciprocity of Academic Credit)*

The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5117(d)*

### Interdistrict Attendance Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside ~~his/her~~ the student's district of residence may be issued upon approval of both the districts

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
  - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
  - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined ~~by staff~~ through an investigation by ~~of~~ either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

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*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 5131.2 - Bullying)*

Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district shall ensure that such students are admitted through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

In addition the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. To meet the child care needs of the student, only as long as ~~he/she~~ the student continues to use a child care provider within district boundaries.

*(cf. 5148 - Child Care and Development)*

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

*(cf. 6159 - Individualized Education Program)*

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
4. To allow the student to complete a school year when ~~his/her~~ the student's parents/guardians have moved out of the district during that year.
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
6. To allow a high school senior to attend the same school ~~he/she~~ the student attended as a junior, even if ~~his/her~~ the student's family moved out of the district during the junior year.
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
8. When the student will be living out of the district for one year or less.

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5113.12 - District School Attendance Review Board)*

10. When there is valid interest in a particular educational program not offered in the district of residence.

11. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny ~~him/her~~ the student continued attendance because of overcrowded facilities at the relevant grade level.

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

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parents/guardians of a student of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

*(cf. 5145.6 - Parental Notifications)*

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

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decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

*(cf. 5119 - Students Expelled from Other Districts)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Once a student is admitted to a school on the basis of an interdistrict attendance permit, ~~he/she~~ **the student** shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which ~~he/she~~ **the student** is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

### Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

**If the district is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the district shall not prohibit the student from transferring out of the district if the district of proposed enrollment approves the application for transfer. (Education Code 46600)**

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.



# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

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*(cf. 3100 - Budget)*

3. The Board determines that the transfer would negatively impact any of the following:  
(Education Code 48307)
  - a. A court-ordered desegregation plan
  - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
  - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

Adopted: 7-04

Amended: 11-05, 11-07, 11-09, 1-16-18, 8-20-19, [3-17-20](#)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: B.4.e. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINSTRATIVE REGULATION 5131.2 – BULLYING - First Reading  
ACTION**

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5131.2 – Bullying?

**BACKGROUND:** Board Policy updated to reflect NEW LAW (AB 1127) which requires a district to approve an intradistrict transfer request for a victim of bullying and, if the district does not have another school with the same grade level, allows a victim of bullying to transfer out of the district. Regulation updated to reflect NEW LAW (AB 34) which requires districts to make specified information on bullying and harassment prevention readily accessible on their web sites beginning in the 2020-21 school year. Board Policy 5131.2 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation 5131.2 – Bullying.
2. Do not amend Board Policy and Administrative Regulation 5131.2 – Bullying.

**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 5131.2(a)

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## **Bullying**

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 6020 - Parent Involvement)*

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

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

*(cf. 0450 - Comprehensive Safety Plan)*

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

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

*(cf. 1312.3 - Uniform Complaint Procedures)*

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee

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shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

## **Legal Reference:**

### EDUCATION CODE

200-262.4 Prohibition of ~~discrimination~~32282discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

46600 Student transfers

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

### PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

### CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

### UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

### CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

### COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5131.2(e)

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## *Management Resources:*

### CSBA PUBLICATIONS

*Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014*

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*

*Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

*Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010*

*Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009*

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

#### *Bullying Module*

*California's Social and Emotional Learning: Guiding Principles, 2018*

*Social and Emotional Learning in California: A Guide to Resources, 2018*

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

*Bullying at School, 2003*

### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

*Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018*

### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014*

*Guidance to America's Schools: Bullying of Students with Disabilities, October 2014*

*Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010*

*Dear Colleague Letter: Harassment and Bullying, October 2010*

### WEB SITES

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

*California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>*

*California Office of the Attorney General: <http://oag.ca.gov>*

*Center on Great Teachers and Leaders: <http://gtlcenter.org>*

*Collaborative for Academic Social and Emotional Learning: <http://casel.org>*

*Common Sense Media: <http://www.commonsensemedia.org>*

*National School Safety Center: <http://www.schoolsafety.us>*

*Partnership for Children and Youth: <http://www.partnerforchildren.org>*

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

Adopted: 8-21-12

Amended: 4-13, 2-17-15, 9-15-15, 6-12-18, 10-15-19, 3-17-20

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5131.2(a)

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## Bullying

### Definitions

#### Examples of Prohibited Conduct

Bullying is an ~~unwanted~~, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and ~~involves~~ may involve a single severe act or repetition or potential repetition of a deliberate act. **Bullying includes, but is not limited to, any act described in Education Code 48900(r).**

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

*(cf. 5145.2 - Freedom of Speech/Expression)*  
*(cf. 6163.4 - Student Use of Technology)*

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: **An act** that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying **An act** that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: **An act** that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: **An act** such as sending demeaning or hateful text messages or emails, ~~sending~~ spreading rumors by email or by posting on social networking sites, or posting **or sharing** embarrassing photos, videos, web site, or fake profiles

### Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

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AR 5131.2(b)

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1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

2. Providing **information** to students, through student handbooks, **district and school web sites and social media**, and other age-appropriate means, ~~information~~ about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as ~~classrooms~~, playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

## Staff Development

The Superintendent or designee shall **annually** make **available to all certificated staff and to other employees who have regular interaction with students** the California Department of ~~Education's~~ **Education** (CDE) online training module on the dynamics of bullying and cyberbullying, ~~which includes~~ **including** the identification of bullying and cyberbullying and the implementation of strategies to address bullying, ~~available annually to all certificated staff and to other employees who have regular interaction with students.~~ (Education Code 32283.5)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying

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immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

## Information and Resources

The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

*(cf. 5141.52 - Suicide Prevention)*

2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by



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CDE pursuant to Education Code 234.5.

6. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

*(cf. 1113 - District and School Web Sites)*

## Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/~~values-education~~ development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.94 - History-Social Science Instruction)*

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

## Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

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*(cf. 1312.3 - Uniform Complaint Procedures)*

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

## Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

*(cf. 5116.2 - Involuntary Student Transfers)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

## Support Services

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service

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

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personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

*(cf. 6164.2 - Guidance/Counseling Services)*

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

*(cf. 5141.52 - Suicide Prevention)*

Adopted: 10-15-19

Amended: 3-17-20

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: B.4.f. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 5141.21 – ADMINISTERING  
MEDICATION AND MONITORING HEALTH CONDITIONS - First  
Reading**

ACTION

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5141.21 – Administering Medication and Monitoring Health Conditions?

**BACKGROUND:** Board Policy updated to reflect NEW LAW (SB 223) which authorizes the board to adopt policy whether to allow a parent/guardian, but not school personnel, to administer medicinal cannabis in a nonsmokeable, nonvapeable form at a school site to a student who is a qualified patient. Policy explains the conflict between state and federal law and provides options for districts to authorize or not authorize administration of medicinal cannabis at a school site. Regulation reflects NEW LAW (AB 743) which requires districts to accept a physician statement for inhaled asthma medication from a health plan operating under the laws of Mexico that is licensed in California.. Board Policy 5141.21 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation 5141.21 – Administering Medication and Monitoring Health Conditions.
2. Do not amend Board Policy and Administrative Regulation 5141.21 – Administering Medication and Monitoring Health Conditions.

**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

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BP 5141.21(a)

## Administering Medication and Monitoring Health Conditions

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should ~~have an opportunity~~ be able to participate in the educational program.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, ~~and doctor's orders~~ as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing ~~a~~ parents/guardians to administer medication to ~~his/her~~ ~~their~~ child at school, designate other individuals to do so on ~~his/her~~ ~~their~~ behalf, and, with the ~~child's~~ ~~student's~~ authorized health care provider's approval, request the district's permission for ~~his/her child~~ ~~the student~~ to self-administer a medication or self-monitor and/or self-test for a medical condition. – Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy. –

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make ~~available~~ epinephrine auto-injectors ~~available~~ at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The ~~Board authorizes the~~ Superintendent or designee ~~to~~ ~~shall~~ make ~~available~~ naloxone hydrochloride or another opioid antagonist ~~available~~ for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(b)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

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

## Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. -Such personnel shall be afforded appropriate liability protection.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. -At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and ~~stage~~storage of medication. -Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication ~~and~~ access to, a school nurse, physician, or other appropriate individual. ~~(Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)~~

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

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## **Legal Reference:**

### EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

~~49414.7 Emergency medical assistance; administration of epilepsy medication~~

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication, ~~conditions upon which pupil may carry and self-administer medication~~

49480 Continuing medication regimen; notice

### BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

### HEALTH AND SAFETY CODE

11362.7-11362.85 Medicinal cannabis

### CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

### UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances

844 Penalties for possession of controlled substance

### UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

### COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal. ~~App.~~4th 570

## **Management Resources:**

### AMERICAN DIABETES ASSOCIATION PUBLICATIONS

~~Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006~~

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Legal Advisory on Rights of Students with Diabetes in ~~California's~~ California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

### NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

### WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

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

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*Students*

*BP 5141.21(d)*

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*California Department of Education: <http://www.cde.ca.gov/ls/he/hn->*

*National Diabetes Education Program: <http://www.ndep.nih.gov>*

*U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma  
information: ~~http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma~~*

Adopted: 10-15-80

Amended: 5-20-86, 8-18-92, 9-17-02, 5-17-05, 3-15-11, 5-15-12, 2-10-14, 4-18-17, [3-17-20](#)



# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5141.21(a)*

## Administering Medication and Monitoring Health Conditions

### Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means ~~include~~ any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer ~~the~~ medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

### Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code ~~48980~~49480)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

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Students

AR 5141.21(b)

*(cf. 5145.6 - Parental Notifications)*

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

### Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. ~~Providing~~ Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.  
(5 CCR 606)

### Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands ~~his/her~~the responsibilities ~~to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility~~ to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication, at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that ~~his/her child~~the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to ~~his/her child~~the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

## Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer ~~auto-injectable epinephrine, or~~ prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602, ~~626~~)
2. The name of the medication (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that ~~his/her child~~the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication

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8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

### District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt ~~Receipt. Control substances shall be counted weekly and recorded.~~
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
  - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
  - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature ~~and title~~ of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

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6. Ensure that student confidentiality is appropriately maintained

*(cf. 5125 - Student Records)*

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6153 - School-Sponsored Trips)*

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take ~~his/her~~the medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of ~~the~~a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

### Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other

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employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

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

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. ~~Elementary~~ schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. ~~Secondary~~ schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. ~~In addition,~~ epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in ~~his/her~~ [the employee's](#) personnel file. (Education Code 49414)

*(cf. 4112.6/4212.6/4312.6 — Personnel Files)*

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## ADMINISTRATIVE REGULATION

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A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

*(cf. 3290 - Gifts, Grants and Bequests)*

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

*(cf. 3580 - District Records)*

### Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind ~~his/her~~the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on ~~his/her~~the offer to volunteer and that there will be no retaliation against any employee for rescinding ~~his/her~~the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during ~~his/her~~regular working hours, and be



## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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*Students*

*AR 5141.21(i)*

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provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in ~~his/her~~the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Adopted: 9-1-92

Amended: 9-17-02, 5-17-05, 11-10, 11-11, 2-14, 2-15, 4-18-17, 3-17-20

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 2020**  
**SUBJECT: B.4.g. APPROVE AMENDMENT TO BOARD BYLAW 9323 MEETING CONDUCT - First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Bylaw 9323 Meeting Conduct?

**BACKGROUND:** Board Bylaw updated to clarify circumstances under which the board may exercise flexibility in allocating time for public input to ensure full opportunity for public input and presentation of the diversity of viewpoints. Board Bylaw 9323 is being submitted with recommended for updates from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Bylaw 9323 Meeting Conduct.  
2. Do not amend Board Bylaw 9323 Meeting Conduct.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

*Series 9000*

*Bylaws of the Board*

*BB 9323(a)*

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## Meeting Conduct

### Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

*(cf. 9322 - Agenda/Meeting Materials)*

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

*(cf. 9121 - President)*

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

*(cf. 9320 - Meetings and Notices)*

## Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

*(cf. 9323.2 - Actions by the Board)*

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

*(cf. 9270 - Conflict of Interest)*

## Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board

# OAK PARK UNIFIED SCHOOL DISTRICT

## BYLAWS OF THE BOARD

*Series 9000*

*Bylaws of the Board*

*BB 9323(b)*

concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, ~~a~~Board ~~members~~ or staff ~~member~~members may ask a question for clarification, make a brief announcement, or make a brief report on ~~his/her~~their own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

*(cf. 9130 - Board Committees)*

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323(c)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

In general, individual speakers ~~shall~~will be allowed three minutes to address the Board on each agenda or nonagenda item. ~~The, and the~~ Board ~~shall~~will limit the total time for public input on each item to 20 minutes. ~~With Board consent, However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may increase or decrease the, with Board consent, adjust the amount of time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may take a poll of speakers for or against a particular issue and may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that additional persons speak only if they have something new to add viewpoint.~~

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
  - a. If ~~the~~a topic would be ~~more~~ suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
  - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
  - c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323(d)

that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary.- In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

## Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

## Legal Reference:

### EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 Agenda; public participation; regulations

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven- member board

### CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

### GOVERNMENT CODE

54953.3 Prohibition against conditions for attending a board meeting

54953.5 Audio or video ~~tape~~ recording of proceedings

54953.6 Broadcasting of proceedings

54954.2 Agenda; posting; action on other matters

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323(e)

54954.3 Opportunity for public to address legislative body; regulations

54957 Closed sessions

54957.9 Disorderly conduct of general public during meeting; clearing of room

## PENAL CODE

403 Disruption of assembly or meeting

## COURT DECISIONS

City of San Jose v. Garbett; (2010) 190 Cal.App.4th 526

Norse v. City of Santa Cruz; (9th Cir. 2010) 629 F3d 966

McMahon v. Albany Unified School District; (2002) 104 Cal.App.4th 1275

Rubin ~~v.~~ City of Burbank; (2002) ~~100~~101 Cal.App.4th 1194

Baca v. Moreno Valley Unified School District; ~~(C.D. Cal. (1996) 936 F.-Supp. 719~~

## ATTORNEY GENERAL OPINIONS

90 Ops.Cal.Atty.Gen. 47 (2007)

76 Ops.Cal.Atty.Gen. 281 (1993)

66 Ops.Cal.Atty.Gen. 336 (1983)

63 Ops.Cal.Atty.Gen. 215 (1980)

61 Ops.Cal.Atty.Gen. 243, 253 (1978)

59 Ops.Cal.Atty.Gen. 532 (1976)

55 Ops.Cal.Atty.Gen. 26 (1972)

## Management Resources:

### CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

### ATTORNEY GENERAL PUBLICATIONS

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

### WEB SITES

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

California Attorney ~~General's~~ *General's* Office: ~~https~~<http://oag.ca.gov>

Adopted: 10-19-77

Amended: 3-2-83, 11-6-84, 11-13-90, 3-12-02, 9-17-02, 3-15-11, 2-21-2017, *3-17-2020*

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: VII.1. MONTH 6 ENROLLMENT AND ATTENDANCE REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review the status report on District enrollment and attendance through Month 6 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 6: January 6, 2020 to January 31, 2020										Year to Date: August 5, 2019 - January 31, 2020									
	Enrollment Comparison			ADA Comparison			ADA% Comparison				Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance		2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance	2019-2020	2018-2019	Variance
BES										BES									
K	108	96	12	102.68	90.43	12.25	95.07%	94.20%	0.88%	K	108	96	12	102.95	92.00	10.95	95.32%	95.83%	-0.51%
1	80	83	(3)	76.74	81.50	(4.76)	95.93%	98.19%	-2.27%	1	80	83	(3)	76.97	81.58	(4.61)	96.21%	98.29%	-2.08%
2	105	85	20	100.26	80.89	19.37	95.49%	95.16%	0.32%	2	105	85	20	100.51	82.46	18.05	95.72%	97.01%	-1.29%
3	94	82	12	89.95	78.68	11.27	95.69%	95.95%	-0.26%	3	94	82	12	89.58	78.93	10.65	95.30%	96.26%	-0.96%
4	94	97	(3)	88.47	91.53	(3.06)	94.12%	94.36%	-0.24%	4	94	97	(3)	89.73	94.64	(4.91)	95.46%	97.57%	-2.11%
5	114	122	(8)	106.95	118.47	(11.52)	93.82%	97.11%	-3.29%	5	114	122	(8)	108.76	121.13	(12.37)	95.40%	99.29%	-3.88%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Tota	595	565	30	565.05	541.50	23.55	94.97%	95.84%	-0.87%	Tota	595	565	30	568.50	550.74	17.76	95.55%	97.48%	-1.93%
OHES										OHES									
K	102	92	10	95.00	87.69	7.31	93.14%	95.32%	-2.18%	K	102	92	10	96.87	89.71	7.16	94.97%	97.51%	-2.54%
1	82	87	(5)	77.16	83.63	(6.47)	94.10%	96.13%	-2.03%	1	82	87	(5)	78.73	84.36	(5.63)	96.01%	96.97%	-0.95%
2	79	81	(2)	76.42	77.63	(1.21)	96.73%	95.84%	0.89%	2	79	81	(2)	76.77	80.28	(3.51)	97.18%	99.11%	-1.93%
3	81	81	-	77.68	78.37	(0.69)	95.90%	96.75%	-0.85%	3	81	81	-	79.19	76.91	2.28	97.77%	94.95%	2.81%
4	83	98	(15)	78.16	95.74	(17.58)	94.17%	97.69%	-3.53%	4	83	98	(15)	77.97	93.85	(15.88)	93.94%	95.77%	-1.83%
5	93	98	(5)	91.42	95.05	(3.63)	98.30%	96.99%	1.31%	5	93	98	(5)	92.06	95.43	(3.37)	98.99%	97.38%	1.61%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Tota	520	537	(17)	495.84	518.11	(22.27)	95.35%	96.48%	-1.13%	Tota	520	537	(17)	501.59	520.54	(18.95)	96.46%	96.93%	-0.48%
ROES										ROES									
K	130	121	9	125.68	115.15	10.53	96.68%	95.17%	1.51%	K	130	121	9	125.39	113.78	11.61	96.45%	94.03%	2.42%
1	109	84	25	105.37	81.74	23.63	96.67%	97.31%	-0.64%	1	109	83	26	104.40	83.02	21.38	95.78%	100.02%	-4.24%
2	82	85	(3)	77.26	82.47	(5.21)	94.22%	97.02%	-2.80%	2	82	85	(3)	81.24	83.48	(2.24)	99.07%	98.21%	0.86%
3	83	108	(25)	80.21	103.58	(23.37)	96.64%	95.91%	0.73%	3	83	108	(25)	82.04	103.54	(21.50)	98.84%	95.87%	2.97%
4	112	99	13	108.32	94.68	13.64	96.71%	95.64%	1.08%	4	112	99	13	108.70	95.02	13.68	97.05%	95.98%	1.07%
5	95	96	(1)	91.00	94.58	(3.58)	95.79%	98.52%	-2.73%	5	95	96	(1)	91.56	95.10	(3.54)	96.38%	99.06%	-2.68%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Tota	611	593	18	587.84	572.20	15.64	96.21%	96.49%	-0.28%	Tota	611	592	19	593.33	573.94	19.39	97.11%	96.95%	0.16%
MCMS										MCMS									
6	369	355	14	355.50	345.61	9.89	96.34%	97.35%	-1.01%	6	369	355	14	359.92	347.33	12.59	97.54%	97.84%	-0.30%
7	355	353	2	343.39	340.72	2.67	96.73%	96.52%	0.21%	7	355	353	2	346.29	341.50	4.79	97.55%	96.74%	0.80%
8	355	384	(29)	344.67	371.33	(26.66)	97.09%	96.70%	0.39%	8	355	384	(29)	348.54	373.12	(24.58)	98.18%	97.17%	1.01%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	1.44	(1.44)	0.00%	0.00%	0.00%
Tota	1,079	1,092	(13)	1,043.56	1,057.66	(14.10)	96.72%	96.86%	-0.14%	Tota	1,079	1,092	(13)	1,054.75	1,063.39	(8.64)	97.75%	97.38%	0.37%
OPHS										OPHS									
9	384	398	(14)	372.28	386.00	(13.72)	96.95%	96.98%	-0.04%	9	384	398	(14)	380.11	392.36	(12.25)	98.99%	98.58%	0.40%
10	391	398	(7)	377.94	385.89	(7.95)	96.66%	96.96%	-0.30%	10	391	398	(7)	382.94	389.55	(6.61)	97.94%	97.88%	0.06%
11	368	359	9	352.06	341.06	11.00	95.67%	95.00%	0.67%	11	368	359	9	364.23	351.78	12.45	98.98%	97.99%	0.99%
12	345	380	(35)	326.44	359.22	(32.78)	94.62%	94.53%	0.09%	12	345	380	(35)	335.30	365.03	(29.73)	97.19%	96.06%	1.13%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Tota	1,488	1,535	(47)	1,428.72	1,472.17	(43.45)	96.02%	95.91%	0.11%	Tota	1,488	1,535	(47)	1,462.58	1,498.72	(36.14)	98.29%	97.64%	0.66%
OVHS										OVHS									
10-1	43	41	2	39.30	37.54	1.76	91.40%	91.56%	-0.17%	10-1	43	47	(4)	36.02	35.15	0.87	83.77%	74.79%	8.98%
OPIS										OPIS									
K-12	171	216	(45)	165.88	204.56	(38.68)	97.01%	94.70%	2.30%	K-12	171	216	(45)	161.38	202.66	(41.28)	94.37%	93.82%	0.55%
Other***	1	3	(2)	2.90	3.78	(0.88)				Other***	1	3	(2)	2.90	3.78	(0.88)			
Total	4,508	4,582	(74)	4,329.09	4,407.52	(78.43)	96.03%	96.19%	-0.16%	Total	4,508	4,587	(79)	4,381	4,448.92	(67.87)	97.18%	96.99%	0.19%

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 17, 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 February 29<sup>th</sup> 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

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name): February										
A. BEGINNING CASH			2,842,457.38	8,550,387.57	5,184,554.26	5,343,561.76	3,313,783.35	3,049,305.97	9,830,084.46	4,949,031.67
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		1,021,475.00	1,021,475.00	3,672,956.00	1,838,654.00	1,838,654.00	3,672,957.00	1,838,654.00	1,778,489.00
Property Taxes	8020-8079		83,032.31	247.43	0.00	31,793.80	402,448.73	6,377,656.09	147,131.72	69,454.57
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		23,639.00	0.00	0.00	3,107.00	0.00	74,857.03	(17,181.19)	23,449.55
Other State Revenue	8300-8599		9,629.06	104,031.00	250,955.01	(297,473.43)	196,294.76	299,652.21	312,948.48	6,903.46
Other Local Revenue	8600-8799		279,039.96	405,410.56	358,488.74	499,342.72	406,173.12	391,115.16	352,234.97	494,812.76
Interfund Transfers In	8910-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			1,416,815.33	1,531,163.99	4,282,399.75	2,075,424.09	2,843,570.61	10,816,237.49	2,633,787.98	2,373,109.34
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		332,819.71	2,133,272.53	2,163,652.37	2,227,431.48	2,220,902.22	2,202,547.04	2,206,708.55	2,226,165.03
Classified Salaries	2000-2999		231,054.72	685,645.23	654,385.37	670,388.48	656,009.05	646,633.10	653,508.04	670,747.06
Employee Benefits	3000-3999		103,030.82	1,021,130.67	1,036,723.61	1,034,948.53	1,040,038.92	1,040,715.13	1,099,971.51	969,418.78
Books and Supplies	4000-4999		52,608.06	586,061.05	239,702.67	60,253.46	50,217.76	48,967.43	44,393.06	43,018.82
Services	5000-5999		128,463.78	808,024.55	281,513.61	596,541.67	205,777.09	226,093.34	98,319.90	287,643.73
Capital Outlay	6000-6599		0.00	0.00	93,708.00	31,373.35	7,612.68	0.00	0.00	0.00
Other Outgo	7000-7499		55,729.00	17,149.82	18,663.89	66,469.68	34,909.82	98,067.00	4,737.00	(190,088.68)
Interfund Transfers Out	7600-7629		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			903,706.09	5,251,283.85	4,488,349.52	4,687,406.65	4,215,467.54	4,263,023.04	4,107,638.06	4,006,904.74
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	1,736,586.35	111,345.54	23,216.29	54,645.32	383,257.92	796,610.94	(5,607.20)	24,126.50	0.00
Due From Other Funds	9310	16,519.58	0.00	0.00	16,519.58	0.00	0.00	0.00	0.00	0.00
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	12,412.59	261.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		1,767,518.52	111,606.63	23,216.29	71,164.90	383,257.92	796,610.94	(5,607.20)	24,126.50	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599	2,898,567.33	2,141,785.68	(331,070.26)	(301,108.43)	(198,946.23)	(310,808.61)	(233,171.24)	(184,869.60)	56,745.79
Due To Other Funds	9610	902,508.06	0.00	0.00	7,316.06	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	(7,225,000.00)	0.00	0.00	0.00	0.00	0.00	3,612,500.00	0.00
Unearned Revenues	9650	137,239.15	0.00	0.00	0.00	0.00	0.00	0.00	3,698.81	0.00
Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		3,938,314.54	(5,083,214.32)	(331,070.26)	(293,792.37)	(198,946.23)	(310,808.61)	(233,171.24)	3,431,329.21	56,745.79
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		(2,170,796.02)	5,194,820.95	354,286.55	364,957.27	582,204.15	1,107,419.55	227,564.04	(3,407,202.71)	(56,745.79)
E. NET INCREASE/DECREASE (B - C + D)			5,707,930.19	(3,365,833.31)	159,007.50	(2,029,778.41)	(264,477.38)	6,780,778.49	(4,881,052.79)	(1,690,541.19)
F. ENDING CASH (A + E)			8,550,387.57	5,184,554.26	5,343,561.76	3,313,783.35	3,049,305.97	9,830,084.46	4,949,031.67	3,258,490.48
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	February								
A. BEGINNING CASH		3,258,490.48	4,025,336.47	2,750,246.93	763,672.38				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	3,723,768.00	1,778,489.00	1,778,489.00	3,610,900.00			27,574,960.00	27,574,960.00
Property Taxes	8020-8079	208,411.58	3,904,445.39	109,138.87	491,006.51			11,824,767.00	11,824,767.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00			0.00	0.00
Federal Revenue	8100-8299	170,073.41	0.00	0.00	845,594.20			1,123,539.00	1,123,539.00
Other State Revenue	8300-8599	(6,133.98)	228,778.05	0.00	349,361.38			1,454,946.00	1,454,946.00
Other Local Revenue	8600-8799	(169,764.45)	658,836.32	515,699.45	803,648.69			4,995,038.00	4,995,038.00
Interfund Transfers In	8910-8929	0.00	0.00	0.00	0.00			0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00			0.00	0.00
TOTAL RECEIPTS		3,926,354.56	6,570,548.76	2,403,327.32	6,100,510.78	0.00	0.00	46,973,250.00	46,973,250.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	1,572,376.31	2,154,101.84	2,225,891.64	1,082,080.28			22,747,949.00	22,747,949.00
Classified Salaries	2000-2999	496,674.42	653,556.76	721,917.34	588,951.43			7,329,471.00	7,329,471.00
Employee Benefits	3000-3999	691,532.43	1,020,515.74	1,039,854.19	614,704.67			10,712,585.00	10,712,585.00
Books and Supplies	4000-4999	(111,994.51)	62,305.50	115,420.32	120,808.38			1,311,762.00	1,311,762.00
Services	5000-5999	436,669.10	337,278.16	259,787.94	715,071.13			4,381,184.00	4,381,184.00
Capital Outlay	6000-6599	(9,704.03)	0.00	0.00	0.00			122,990.00	122,990.00
Other Outgo	7000-7499	83,954.85	5,380.30	27,030.44	261,956.88			483,960.00	483,960.00
Interfund Transfers Out	7600-7629	0.00	0.00	0.00	104,914.00			104,914.00	104,914.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00			0.00	0.00
TOTAL DISBURSEMENTS		3,159,508.57	4,233,138.30	4,389,901.87	3,488,486.77	0.00	0.00	47,194,815.00	47,194,815.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00		0.00	0.00	
Accounts Receivable	9200-9299						0.00	1,387,595.31	
Due From Other Funds	9310						0.00	16,519.58	
Stores	9320						0.00	0.00	
Prepaid Expenditures	9330						0.00	261.09	
Other Current Assets	9340						0.00	0.00	
Deferred Outflows of Resources	9490						0.00	0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	1,404,375.98	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599						0.00	638,557.10	
Due To Other Funds	9610						0.00	7,316.06	
Current Loans	9640	0.00	3,612,500.00				0.00	0.00	
Unearned Revenues	9650						0.00	3,698.81	
Deferred Inflows of Resources	9690						0.00	0.00	
SUBTOTAL		0.00	3,612,500.00	0.00	0.00	0.00	0.00	649,571.97	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	(3,612,500.00)	0.00	0.00	0.00	0.00	754,804.01	
E. NET INCREASE/DECREASE (B - C + D)		766,845.99	(1,275,089.54)	(1,986,574.55)	2,612,024.01	0.00	0.00	533,239.01	(221,565.00)
F. ENDING CASH (A + E)		4,025,336.47	2,750,246.93	763,672.38	3,375,696.39				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								3,375,696.39	

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 2020**

**SUBJECT: VII.3. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through March 6, 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



**Consolidated Budget Status Report**  
Budgets versus Commitments and Expenditures for multiple Projects

**Budget vs. Commitments and Expenditures**

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
<b>Measure S Management</b>					-		-			
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Management Salaries	802,914	283,629	-	1,086,543	1,086,563	(20)	849,435	237,128	Future	
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su	251,000	-	-	251,000	194,421	56,579	193,817	604	In Design	IN PROGRESS
Measure S General CM Services-Balfour	462,811	-	-	462,811	412,515	50,296	432,460	(19,945)	In Design	IN PROGRESS
	<b>1,762,706</b>	<b>313,029</b>	-	<b>2,075,735</b>	<b>1,968,059</b>	<b>107,676</b>	<b>1,732,824</b>	<b>235,235</b>		
<b>Brookside Elementary School</b>					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,134	105,122	1,285,134	-	Future	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1	3,648,750	-	-	3,648,750	326,920	3,321,830	326,920	-	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	10,640	560	Out for Bid	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
	<b>5,100,817</b>	<b>46,313</b>	-	<b>5,147,129</b>	<b>1,720,177</b>	<b>3,426,952</b>	<b>1,719,617</b>	<b>560</b>		
<b>District Office</b>					-		-			
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	
	<b>78,041</b>	-	-	<b>78,041</b>	<b>35,056</b>	<b>42,985</b>	<b>25,806</b>	<b>9,250</b>		
<b>District Wide</b>					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	-	270,374	103,812	166,562	72,445	31,367	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	196,266	(223)	Future	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
	<b>8,203,902</b>	<b>46,719</b>	-	<b>8,250,621</b>	<b>8,080,102</b>	<b>170,519</b>	<b>8,048,957</b>	<b>31,144</b>		
<b>King James Court</b>					-		-			
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	<b>15,700</b>	-	-	<b>15,700</b>	<b>15,700</b>	-	<b>15,700</b>	-		
<b>Medea Creek Middle School</b>					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (3) (4)	4,964,569	528,254	-	5,492,823	4,647,633	845,190	822,132	3,825,501	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



**Consolidated Budget Status Report**  
Budgets versus Commitments and Expenditures for multiple Projects

**Budget vs. Commitments and Expenditures**

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
19-05S 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>7,345,698</b>	<b>626,853</b>	<b>-</b>	<b>7,972,551</b>	<b>7,199,180</b>	<b>773,371</b>	<b>3,354,077</b>	<b>3,845,103</b>		
<b>Oak Hills Elementary School</b>					<b>-</b>		<b>-</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	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	-	11,732	-	-	Future	
20-03S Innovation Lab OHES (1)	6,065	-	-	6,065	5,375	690	4,913	462	Future	
	<b>777,674</b>	<b>53,440</b>	<b>54,800</b>	<b>885,914</b>	<b>599,960</b>	<b>285,954</b>	<b>599,324</b>	<b>636</b>		
<b>Oak Park High School</b>					<b>-</b>		<b>-</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
19-19S Art Court Phase II (1) (3) (4)	279,608	571	-	280,179	171,461	108,717	117,128	54,333	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	10,026	10,026	Future	
	<b>1,531,083</b>	<b>(210,731)</b>	<b>-</b>	<b>1,320,352</b>	<b>1,136,953</b>	<b>183,399</b>	<b>1,072,594</b>	<b>64,359</b>		
<b>Oak Park Neighborhood School</b>					<b>-</b>		<b>-</b>			
19-08S OPNS Arch Svcs for DSA Certific (2) (3)	189,285	-	274,054	463,339	30,453	432,886	30,453	-	In Close-Out	
	<b>189,285</b>	<b>-</b>	<b>274,054</b>	<b>463,339</b>	<b>30,453</b>	<b>432,886</b>	<b>30,453</b>	<b>-</b>		
<b>Oak View High School</b>					<b>-</b>		<b>-</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>-</b>	<b>-</b>	<b>175,000</b>	<b>142,100</b>	<b>32,900</b>	<b>5,320</b>	<b>136,780</b>		
<b>Red Oak Elementary School</b>					<b>-</b>		<b>-</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 (1) (4)	6,564,170	24,400	-	6,588,570	592,443	5,996,126	423,820	168,623	Future	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	
	<b>6,841,732</b>	<b>1,379</b>	<b>-</b>	<b>6,843,111</b>	<b>840,726</b>	<b>6,002,384</b>	<b>672,103</b>	<b>168,623</b>		
<b>TECH</b>					<b>-</b>		<b>-</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



Consolidated Budget Status Report  
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	-	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	(794)	-	17,206	17,206	-	17,206	-	Complete	Project complete
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	243,400	7,935	-	251,335	251,335	(0)	251,335	-	Complete	BOARD APPROVED 6-4-19
19-24S Additional Security Cameras DW Phase 4	38,029	-	-	38,029	38,029	-	38,029	-	In Close-Out	
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	-	-	20,451	20,451	-	8,576	11,875	Future	
20-02S Interactive Flat Panel Displays for Element	15,000	-	-	15,000	-	15,000	-	-	Future	
	2,375,811	195,074	-	2,570,885	2,325,995	244,890	2,199,565	126,430		
Totals	34,397,449	1,072,074	328,854	35,798,377	24,094,461	11,703,916	19,476,340	4,618,121		



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 17, 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 February 29th 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 February 2020					
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rec'd
REVENUE DETAIL							
LCFF Revenue Sources							
8011-8019	LCFF State Aid	28,352,166.00	27,579,710.00		16,683,314.00	10,896,396.00	60.49%
8020-8079	Property Taxes	11,617,675.00	11,824,767.00		7,111,764.65	4,713,002.35	60.14%
Total LCFF Revenue Sources		39,969,841.00	39,404,477.00		23,795,078.65	15,609,398.35	60.39%
Federal Revenues							
8100-8299	Federal Revenues	1,100,171.00	1,120,107.00		9,564.81	1,110,542.19	0.85%
Other State Revenues							
8300-8599	Other State Revenues	1,170,234.00	1,411,250.00		569,992.07	841,257.93	40.39%
Other Local Revenue							
8600-8799	Other Local Revenues	4,019,911.00	4,340,206.00		3,186,617.99	1,153,588.01	73.42%
Total Year To Date Revenues		46,260,157.00	46,276,040.00		27,561,253.52	18,714,786.48	59.56%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	18,011,460.00	18,109,186.00	.00	12,675,685.33	5,433,500.67	70.00%
1160	Certificated Salaries Stipends	396,182.00	462,800.00	.00	230,183.12	232,616.88	49.74%
1200	Certificated Pupil Support Salaries	1,826,848.00	1,810,547.00	.00	1,280,356.14	530,190.86	70.72%
1260	Counselor Stipend	.00	.00	.00	9,600.00	9,600.00	0.00%
1300	Certificated Supervisors' & Administrators' Salaries	2,226,056.00	2,259,462.00	.00	1,517,674.34	741,787.66	67.17%
Total Certificated Salaries		22,460,546.00	22,641,995.00	.00	15,713,498.93	6,928,496.07	69.40%
Classified Salaries							
2100	Classified Instructional Salaries	2,695,017.00	2,538,851.00	.00	1,788,653.93	750,197.07	70.45%
2200	Classified Support Salaries	1,699,399.00	1,687,537.00	.00	1,171,583.15	515,953.85	69.43%
2300	Classified Supervisors' & Administrators' Salaries	430,093.00	386,109.00	.00	274,928.99	111,180.01	71.21%
2400	Clerical, Technical, & Office Staff Salaries	1,928,427.00	1,936,015.00	.00	1,213,145.15	722,869.85	62.66%
2900	Other Classified Salaries	543,820.00	568,375.00	.00	420,059.83	148,315.17	73.91%
Total Classified Salaries		7,296,756.00	7,116,887.00	.00	4,868,371.05	2,248,515.95	68.41%
Employee Benefits							
3100	State Teachers' Retirement System	3,679,833.00	3,809,250.00	.00	2,635,676.20	1,173,573.80	69.19%
3200	Public Employees' Retirement System	1,110,970.00	972,059.00	.00	660,962.86	311,096.14	68.00%
3400	Health & Welfare Benefits	4,470,925.00	4,539,463.00	.00	3,192,054.28	1,347,408.72	70.32%
3300-3900	All Other Statutory Costs	1,357,637.00	1,273,516.00	.00	857,284.63	416,231.37	67.32%
Total Employee Benefits		10,619,365.00	10,594,288.00	.00	7,345,977.97	3,248,310.03	69.34%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	377,429.00	338,247.00	2,646.71	260,400.06	75,200.23	76.99%
4200	Other Books and Reference Material	22,883.00	86,445.00	10,276.16	49,991.24	26,177.60	57.83%
4300	Materials & Supplies	658,012.00	659,446.00	202,606.88	368,075.56	88,763.56	55.82%
4400	Noncapitalized Equipment	270,510.00	456,006.00	649.64	446,755.45	8,600.91	97.97%
Total Books and Supplies		1,328,834.00	1,540,144.00	216,179.39	1,125,222.31	198,742.30	73.06%
Services and Other Operating Expenditures							
5200	Travel and Conference	126,231.00	206,181.00	41,911.54	88,249.71	76,019.75	42.80%
5300	Dues and Memberships	39,625.00	43,707.00	103.99	39,811.74	3,791.27	91.09%
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	269,915.63	357,362.41	75,345.96	50.86%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	423,873.00	420,939.00	83,931.26	332,442.81	4,564.93	78.98%
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	483,386.10	1,256,688.64	395,167.26	58.85%
5899	Legal Fees	192,346.00	192,346.00	123,910.51	78,217.49	9,782.00-	40.66%
5900	Telephone and Communications	121,669.00	128,430.00	34,625.43	75,951.87	17,852.70	59.14%
<b>Total Services and Other Operating Expenditures</b>		<b>3,783,312.00</b>	<b>4,233,122.00</b>	<b>1,037,784.46</b>	<b>2,632,377.67</b>	<b>562,959.87</b>	<b>62.19%</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	55,616.00	62,675.00	265,236.00	16.34%
<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>1,338,615.49</b>	<b>31,914,075.53</b>	<b>13,458,540.98</b>	<b>68.32%</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	286,920.00	0.00%
<b>Total Other Financing Sources</b>		<b>.00</b>	<b>286,920.00</b>	<b>.00</b>	<b>.00</b>	<b>286,920.00</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>286,920.00</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	0.00%
7612	Transfer General Fund to/from Special Reserve Fund	54,914.00	54,914.00	.00	.00	54,914.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	50,000.00	.00	.00	50,000.00	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>104,914.00</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>104,914.00</b>	<b>0.00%</b>

		Budget		Actuals To Date			
Object	Description	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		27,561,253.52	18,714,786.48	59.56%
	B. Expenditures	46,244,661.00	46,711,232.00	1,338,615.49	31,914,075.53	13,458,540.98	68.32%
	C. Subtotal (Revenues LESS Expense)	15,496.00	435,192.00-		4,352,822.01-	5,256,245.50	
	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-		4,352,822.01-	5,438,251.50	
	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		3,681,160.65-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	788,660.00	418,470.00				
	Other				1,338,615.49		