

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #992**

DATE: May 19, 2020

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

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

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

BOARD OF EDUCATION

Barbara Laifman, President

Allen Rosen, Vice President

Drew Hazelton, Clerk

Derek Ross, Member

Denise Helfstein, Member

Anna Stephens, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Ragini Aggarwal, Executive Assistant

Adam Rauch, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Dr. Jay Greenlinger, Director Curriculum and Instruction

Enoch Kwok, Director, Educational Technology & Information Systems

Susan Roberts, Director, Pupil Services

Stewart McGugan, Director, Student Support and School Safety

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

COPY OF ENTIRE AGENDA ON WEB SITE - <https://www.oakparkusd.org/Page/9952>

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

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

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

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

Public Comments may be submitted via this link <http://www.opusd.org/PublicCommentForm>. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction please submit your comment via the form accessed by the above link by 6:00 p.m. on May 19, 2020. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. Comments on a matter related to an item on the Agenda may be submitted prior to the meeting and during the meeting using the above link.

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

The President of the Board will inquire if there is anyone in the audience who desires to address the board with respect to any item appearing on the regular meeting agenda, or on any issue within the jurisdiction of the Governing Board. Individual speakers will be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, every effort will be made to read your comment into the record. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant at raggarwal@opusd.org who will receive and submit the public comments in open session.

Your comments are greatly appreciated. However, in regard to comments which are not on the agenda, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. Thank you for your cooperation and compliance with these guidelines.

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

NEXT REGULAR MEETING

Tuesday, June 16, 2020

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

The meeting will be conducted via teleconference/video conference.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #992
May 19, 2020**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE: Government Code Section 54957

B. PUBLIC EMPLOYEE EMPLOYMENT : Elementary Special Ed Teacher, Secondary Special Ed Teacher, Secondary Physics Teacher

C. CONFERENCE WITH LEGAL COUNSEL— PENDING LITIGATION :
Government Code Section 54956(a) & (d)(i)

D. CONFERENCE WITH LABOR NEGOTIATORS : Government Code 54957.6
Agency designated representatives: Adam Rauch and Leslie Heilbron
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Remarks from Student Board Member
3. Remarks from Superintendent

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

a. [Approve Minutes of Regular Board Meeting April 21, 2020 and Special Board Meeting May 12, 2020](#)

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. [Public Employee/Employment Changes 01CL24565-01CL24605 & 01CE10190-01CE10220](#)

Board approval required for public employee employment and changes

c. [Ratify Purchase Orders – April 1 – April 31, 2020](#)

Board Policy 3300 requires Board approval of Purchase Orders

d. [Approve 2020-2021 Agreement for Legal Services with Fagen Friedman & Fulfro](#)

Board Policy 3312 requires Board approval for contract for services

e. [Approve Notice of Completion for Measure S Project, 20-05S Basketball Courts Resurfacing at OPHS](#)

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

ACTION

2. BUSINESS SERVICES

a. [Accept Oak Park Citizens' Oversight Committee 2019 Annual Reports for Measures C6, R, and S](#)

Board acceptance required for OPCOC Annual Reports

b. [Review and Discuss 2020-2021 Enrollment Projections](#)

Board will receive information from staff regarding the projected enrollment for the 2020-2021 school year

c. [Review and Discuss Governor's May Revision for the 2020-21 State Budget Proposal](#)

Board will receive an update on the May Revision

d. [Authorize Measure S Project 20-12S Renovate Lobby at Medea Creek Middle School and Ratify Associated Contracts](#)

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

e. [Authorize Measure S Project 20-13S Paint Interior of Red Oak Elementary School Administration Building and Award Associated 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 20-14S Install Flooring at Red Oak Elementary School Administration Building and Seven Classrooms and Award Associated 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 approval required to accept donations made to the District or District Schools

3. CURRICULUM AND INSTRUCTION

a. Review Parents/Students Distance Learning Survey Data and Discuss COVID-19 Operations Written Report

Staff will share the data from parents/student's distance learning survey. Board will also discuss the requirement of COVID-19 Operation Written Report.

4. BOARD

a. Approve Resolution #2020-11 Ordering a Regular Governing Board Member Election, Ordering Consolidation with other Elections and Constituting "Specification of the Election Order" to be held on November 3, 2020

Election Code Section 1302(b) and Education Code Section 5340 require a consolidated election to be held for Governing Board Members whose terms expire on the second Friday in December

5. BOARD POLICIES

a. Approve Adoption of Board Policy 4033 Lactation Accommodation – First Reading

Board Policy adopted due to NEW LAW (SB 142) which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship.

b. Approve Amendment to Board Policy and Administrative Regulation 4116 Probationary/Permanent Status (Certificated Employees) – First Reading

Board Policy updated to reflect court decisions clarifying the distinction between probationary employees and temporary employees. Material regarding eligibility for permanent status based on average daily attendance moved from AR to BP, except option for not granting permanent status deleted, as this option was only applicable to districts with less than 250 average daily attendance and the remainder of this policy and regulation is for use only by districts that grant permanent status. Policy also adds material regarding the notification of nonreelection of a probationary employee, formerly in AR 4117.6 - Decision Not to Rehire. Regulation updated to add material regarding the computation of the length of service required for classification as a permanent employee, including types of service excluded from that computation.

c. Approve Deletion of Administrative Regulation 4117.6 – Decision Not to Rehire – First Reading

Administrative regulation deleted and concepts moved to BP 4116 - Probationary/Permanent Status.

d. Approve Amendment to Board Policy 4119.22/4219.22/4319.22 Dress and Grooming – First Reading

Board Policy updated to reflect NEW LAW (SB 188) which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

e. Approve Amendment to Board Policy 4216 Probationary/Permanent Status (Classified Employees) – First Reading

Board Policy updated to reflect NEW LAW (AB 1353) which shortens the length of the probationary period in non-merit system districts from one year to either six months or 130 days of paid service, whichever is longer, for consistency with districts incorporating the merit system. Policy also revised to clarify that employees may be dismissed during the probationary period without cause.

VII. INFORMATION ITEMS

- 1. Monthly Cash Flow Report**
- 2. Monthly Measure S Status Report**
- 3. Monthly General Fund Budget Report**

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 4-21-2020 #990
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:00 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advanced notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference regular meeting on April 21st. Members of the public were able to observe the meeting auditorily using a published live stream link. Members of the public were able to submit comments via an online form which opened at 4:30 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

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

The Board adjourned to Closed Session at 5:02 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 7:54 p.m.

BOARD PRESENT

Ms. Barbara Laifman, President, Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Mr. Derek

Ross, Member, and Mrs. Denise Helfstein, Member

BOARD ABSENT

Anna Stephens, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Stew McGugan, Director of Student Support and School Safety, Mr. Kevin Buchanan, Principal Oak Park High School, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Barbara Laifman led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President, Barbara Laifman, reported that in closed session for Item III A, the Board conducted a public hearing pursuant to Administrative Regulation 4030 and will render a decision within ten business days. The Board took no other action in closed session.

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

There were 4 public speakers on items on the agenda and due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, the Board President read the four public comments at the time the agenda items were called.

OPEN COMMUNICATIONS/PRESENTATIONS

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen hoped that Oak Park MAC meetings have been canceled until further notice. Allen expressed his hope that students, staff and parents were staying safe and practicing social distancing.

Board Member Drew Hazelton thanked the District, teachers, staff and students who quickly moved to distance learning during these unprecedented times of school closures.

Board Member Derek Ross reported that the Rancho Simi Recreation and Park District meetings have been put on hold due to COVID-19 and he hopes that they will resume within the next 30 to 45 days. Derek thanked all the teachers and staff for an outstanding job with the Distance Learning.

Board Member Denise Helfstein reported that she attended a virtual LCAP stakeholder meeting. Denise expressed her gratitude to the staff, students and families for a wonderful job of adapting to Distance Learning especially when so many families are dealing with hardships during the COVID-19 pandemic.

Board Member Barbara Laifman stated that she would like to discuss staff appreciation so that the board could plan something to show the board appreciation to the staff.

Anna Stephens student Board member sent in the following report which was read aloud by Board President Barbara Laifman.

The student body is still adjusting to school closures, and I've heard different opinions about distance learning after talking with many of my peers and classmates. For some, online classes are a nice change from the usual stressors of school. But I've noticed that for most, distance learning is a lot harder than regular school. The impact that the spread of COVID-19 is having on students' mental health is severely underestimated. I hope this factor is taken into further consideration as teachers plan out the rest of the school year.

The senior class in particular is still processing how the rest of the school year will look, but they've worked with resilience and ingenuity to make the most of the circumstances that they're in. Members of the senior class particularly like the idea of having a virtual graduation accompanied by a drive through processional and are also in support of switching to some sort of a pass-fail grading system.

I hope you and your loved ones all remain safe and healthy!

Superintendent Tony Knight thanked his administrative team, teacher leaders, teachers and support staff for working so hard to continue the education through distance learning. Dr. Knight also said that he has been meeting with the leadership every week during this crisis in order to make sure that we continue to support our students and families are supported and hope that we can get through this tough time sooner rather than later. Dr. Knight also shared that he recorded a video of himself reading the book Not for me, please! I choose to act green which will be shared this week in elementary classes for Earth Week.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting March 17, 2020](#)
- b. [Public Employee/Employment Changes 01CL24553-01CL24564 & 01CE10135-01CE10189](#)
- c. [Approve Purchase Orders – March 1 – March 31, 2020](#)
- d. [Approve Quarterly Report on Williams Uniform Complaint – April 2020](#)
- e. [Accept 2019-2020 Second Period Attendance Report](#)

B2. BUSINESS SERVICES

- a. [Accept 2018-19 Annual Audit Reports for Bond Measures C6, R, and S](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education accepted the 2018-19 Annual Audit Reports for Bond Measures C6, R, and S. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 20-10S and approve Contract of Services, Exterior Repairs to Portables at BES and MCMS. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

- c. [Approve a 1-year Renewal Agreement with Christy White Associates for Auditing Services for Fiscal year 2019-2020](#)

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved a

1-year Renewal Agreement with Christy White Associates for Auditing Services for Fiscal year 2019-2020. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education authorized Measure S Project 20-11S Restroom Upgrades at Red Oak Elementary School and ratified the associated contract. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B3. CURRICULUM

a. [Approve 2020-2021 School Handbooks/Discipline Plans](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved 2020-2021 School Handbooks/Discipline Plans subject to staff reviewing the language on page 31 of the OPHS handbook related to waiver requests for field trip fees. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

b. [Approve 2019-20 Oak Park High School Plan for Student Achievement](#)

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the 2019-20 Oak Park High School Plan for Student Achievement. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

c. [Update on COVID-19, Distance Learning and School Closures](#)

Staff provided an update on Distance Learning occurring at all of our schools. Teachers are using various platforms such as Google Classroom, Google Meets, and Zoom meetings to impart Distance Learning at all grade levels. District staff has been providing training and support to students, staff, and parents to enhance the Distance Learning during school closures. Counselors are also offering mental health support to students.

d. [Review of LCAP Survey Data and Goals](#)

Staff shared that the latest input received from the state regarding the Local Control and Accountability Plan (LCAP) indicates that LCAP adoption will be delayed. Local Education Agencies (LEA) are facing challenges due to the COVID-19 pandemic and the state recognizes LEAs need for flexibility to continue focusing on the issues at hand while still providing transparency to their communities. The District's LCAP stakeholder group, consisting of parents, administrators, board members and staff, has been evaluating the survey data and will be meeting again to work on a written report to the community that explains the changes to program offerings that have been made in response to COVID-19 school closures. This report must be adopted at the June 16 meeting, at the same time the governing board adopts the annual budget.

e. [Approve Agreement with IMS Technology for a Virtual Graduation Ceremony for Oak Park High School and Oak Park Independent School](#)

There were three public speakers on this agenda item who submitted comments via an online form. All three speakers requested that the school consider in-person or at least a semi-tangible graduation rather than a virtual one. Board President, Barbara Laifman read their comments aloud and these comments have been included in the permanent paper records.

Dr. Knight, Board President, and Principal Buchanan addressed the public comments and assured the members of the public and public speakers that the school is working with ASB students in planning an in-person drive-by graduation procession in compliance with the Ventura County Department of Health distancing guidelines to be held the morning of June 4th and eventually an in-person celebration when large gatherings are permitted for all.

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Agreement with IMS Technology for a Virtual Graduation Ceremony for Oak Park High School and Oak Park Independent School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized the Superintendent to award a Service Contract for a Virtual Culmination Ceremony for Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B4. HUMAN RESOURCES

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

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved Resolution #2020-09 to Not Reemploy Certificated Employees Due to a Reduction or Elimination of Particular Kinds of Service. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Resolution #2020-10 - Reducing or Discontinuing Particular Kinds of Service for Classified Employees. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B5. BOARD POLICIES

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

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 2121– Superintendent’s Contract as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administration Regulation Policy 3551 –Food Service Operations/Cafeteria Fund as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administration Regulation Policy 4112.2 – Certification as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the deletion of Administration Regulation Policy 5118 – Open Enrollment Act Transfers as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

There was one public speaker on this agenda item who submitted comments via an online form. Board President, Barbara Laifman read their comments aloud and these comments have been included in the permanent paper records. The Public speaker requested that OPHS not follow Medea Creek Middle School which has currently changed to a pass/no pass grading system in light of the COVID-19 circumstances.

Dr. Knight assured the Board and the public speaker that the proposed change in the policy allowed him the authorization to modify the grading policy during extraordinary circumstances but he was not in favor of implementing a pass/no pass grading system for OPHS and the school was not planning to do so.

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy and Administration Regulation Policy 5121 – Grades/Evaluation of Student Achievement as First and Final Reading with the following edit to the new language added to the last paragraph in the policy: Under extraordinary circumstances, including, but not limited to, an emergency or disaster, the Superintendent may alter the grading criteria specified in “Grades for Academic Performance” in the accompanying administrative regulation for the semester when the extraordinary circumstances exist. The Superintendent shall present the alterations to the grading criteria to the Board for information and discussion at the next feasible, regularly scheduled Board meeting. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

f. [Approve Amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention – First Reading](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

g. [Approve Adoption of New Board Policy 4113.5/4213.5/4313.5 – Working Remotely – First Reading](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the adoption of New Board Policy 4113.5/4213.5/4313.5 – Working Remotely as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

h. [Approve Adoption of New Board Policy 6157 Distance Learning – First Reading](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the adoption of New Board Policy 6157 Distance Learning as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

OPEN DISCUSSION

Barbara Laifman informed the Board that she was asked by deceased Board Member, Marie Panec’s husband if she would continue to serve on the scholarship committee. Barbara asked the Board if any other Board member would like to serve on this committee. The rest of the Board expressed their thanks to Barbara who has served on this committee for so many years and asked her if she would continue to serve on this committee. Barbara accepted.

The Board held a discussion on Staff Appreciation week. It was decided that in lieu of cookies and pastries which the board delivers to each site annually for staff appreciation that this year due to school closure and

COVID-19 social distancing guidelines they would each record a video to express their gratitude to the staff. This video will be shared with the staff the week of May 4th.

On motion of Allen Rosen, seconded by Derek Ross, there being no further business before this Board, the Regular meeting is declared adjourned at 10:05 p.m.

Date	President of the Board
------	------------------------

Date	Clerk or Secretary of the Board
------	---------------------------------

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION**

5-12-2020 #991

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 4:03 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advanced notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on May 12th. Members of the public were able to observe the meeting using a published live stream link. Members of the public were able to submit comments via an online form which opened at 3:30 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

A. SUPERINTENDENT EVALUATION (Gov. Code §54957)

The Board adjourned to Closed Session at 4:01 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the special meeting to order at 5:10 p.m.

BOARD PRESENT

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

BOARD ABSENT

Anna Stephens, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Kevin Buchanan, Principal Oak Park High School, Mr. Kent Cromwell, Principal Oak Park Independent School and Oak View High School, Mr. Brad Benioff, Principal Medea Creek Middle School, Mrs., Erin Vranesh, Principal Brookside Elementary School, Ms. Stacy LaFrenz, Principal Red Oak Elementary

School, Mr. Erik Warren, Principal Oak Hills Elementary School, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Barbara Laifman led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

A. OPEN COMMUNICATIONS/PRESENTATIONS

1. Presentation of the Marie Panec Educating Compassionate and Creative Global Citizens Award to students from Brookside, Red Oak and Oak Hills Elementary Schools, Medea Creek Middle School, Oak Park High School, Oak View High School and Oak Park Independent School.
2. Presentation of Retirement Recognition to Amanda Bagheri, Barbara Jones, Barbara Wechter, Grace McKeegan, Jan Sloane, Kathleen St. John, Ken Jones, Leslie Heilbron, Linda LaTourette, Maria Jimenez, Mary Klamecki, Randy McLelland, Sandra Iwanoff, Stephanie Love, and Victor Torres.

On motion of Drew Hazelton, seconded by Allen Rosen, there being no further business before this Board, the special meeting is declared adjourned at 8:06 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: MAY 19, 2020
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24565	Troy White	Boys Lacrosse Assistant Coach	1/8/2020	ASB Donation	\$1,500.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24566	Loretta Brown	Student Services II to Student Services III Bookkeeper	7/26/2020	General/ASB	\$23.65	OPHS
CL24567	Danielle Vigliotti	Long Term Guest Teacher temp back to Instructional Assistant I - L & N	4/27/2020	OPEF	\$20.37	ROES
CL24568	Nooshin Nemati	Instructional Assistant I - Literacy & Numeracy Temp - cancelled 3.30.20	3/30/2020	OPEF	\$16.20	ROES
CL24569	Michelle Weilbacher	Social Emotional Services Specialist - from PT to Full Time	8/1/2020	Special Education	\$36.26	DO
CL24570	Julie StAmand	Accounting Assistant II - LOA Medical	4/20/2020	General	\$26.63	DO
CL24571	Alyssa Jones	Data Systems Support Specialist Extended Illness Leave	5/5/2020	General	\$28.24	DO
CL24572	Elya Fletcher	Instructional Assistant III - Behavior Termed has become SpEd Teacher	4/1/2020	Special Education	\$23.65	BES/ ROES
CL24573	Jose Cesar Perez Munoz	Custodian Full Time - Site Change - from MCMS to OPHS	5/12/2020	General	\$23.65	OPHS
CL24574	Robert Violette	Custodian Full Time - Site Change - from OPHS	5/12/2020	General	\$23.65	MCMS
CL24575	Hector Perez	Custodian Full Time to Head Custodian II	TBD	General	\$25.32	MCMS
CL24576	Jennifer Burstein	Instructional Assistant I - Literacy & Numeracy - reduction of 8 hours	6/29/2020	OPEF/General	\$20.37	BES
CL24577	Pamela Norton	Instructional Assistant I - Literacy & Numeracy - reduction of 9.25 hours	6/29/2020	OPEF/PTA	\$20.37	BES
CL24578	Lisa Solny	Instructional Assistant I - Literacy & Numeracy - reduction of 15 hours	6/29/2020	OPEF/PTA	\$20.37	OHES

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24579	Erika DeLeon	Instructional Assistant III - Behavior	5/15/2020	Resignation	\$21.05	ROES
CL24580	Allison Keitel	Instructional Assistant II SpEd	4/14/2020	Deceased	\$21.05	OHES
CL24581	Allison Keitel	Student Services Assistant I	4/14/2020	Deceased	\$21.05	OHES

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 19, 2020

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

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24582	Kimberly Sandlin	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$17.14	BES
CL24583	Janet Lee	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	BES
CL24584	Christina Resznecky	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$19.24	BES
CL24585	Kate Mauge	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$20.37	BES
CL24586	Priyamvada Amladi	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	OHES
CL24587	Cameron Delic	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	OHES
CL24588	Blanca Elazary	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	OHES
CL24589	Jovana Munoz	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	OHES
CL24590	Joanna O'Melia	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	OHES
CL24591	Beatriz Posner	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$19.87	OHES
CL24592	Jessica Hall	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	ROES
CL24593	Angela McGuire	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	ROES
CL24594	Maryam Salour	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	ROES
CL24595	Gurpreet Sumal	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	ROES
CL24596	Simone Cohen	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$19.24	ROES
CL24597	Danielle Vigliotti	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$20.37	ROES
CL24598	Jennifer Burstein	Instructional Assistant I - Literacy & Numeracy - 8 hours	6/29/2020	Lay Off	\$20.37	BES
CL24599	Pamela Norton	Instructional Assistant I - Literacy & Numeracy - 9.25 hours	6/29/2020	Lay Off	\$20.37	BES
CL24600	Regina Pahn	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$20.37	BES
CL24601	Christine Reale	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$20.37	BES
CL24602	Lisa Solny	Instructional Assistant I - Literacy & Numeracy - 15 hours	6/29/2020	Lay Off	\$20.37	OHES
CL24603	Heidy Taylor	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$20.37	OHES
CL24604	Debbie Chulack	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$20.37	ROES
CL24605	Sindhu Sreeraj	Instructional Assistant I - Literacy & Numeracy	6/29/2020	Lay Off	\$18.13	ROES

Prepared by:

Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 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	
01CE10190	Alyssa Santos	1.0 FTE Secondary Special Ed	8/6/2020	General	OPHS	
01CE10191	Whitney Ranger	.5 FTE Elementary Special Ed	8/6/2020	General	ROES	
01CE10192	Austin Lippincott	Physics Teacher	8/6/2020	General	OPHS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10193	Casey Jo Webb	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10194	Kim Annino	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10195	Barbie Lee	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10196	Kellie Milbourn	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10197	Jamie Siskin	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10198	Kathy Grossman	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10199	Sandy Hirano	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10200	Brandie Pryor	Class Size Overages - April	4/1/2020	General	\$ 80.00	BES
01CE10201	Jen Aaronson	Class Size Overages - April	4/1/2020	General	\$ 20.00	OHES
01CE10202	Michelle Gould	Class Size Overages - April	4/1/2020	General	\$ 160.00	OHES
01CE10203	Stephanie Love	Class Size Overages - April	4/1/2020	General	\$ 50.00	OHES
01CE10204	Allison Shapiro	Class Size Overages - April	4/1/2020	General	\$ 80.00	OHES
01CE10205	Keri Lieberman	Class Size Overages - April	4/1/2020	General	\$ 80.00	OHES
01CE10206	Beth Ruben	Class Size Overages - April	4/1/2020	General	\$ 50.00	OHES
01CE10207	Lauren Cantillon	Class Size Overages - April	4/1/2020	General	\$ 80.00	OHES
01CE10208	Joy Reints	Class Size Overages - April	4/1/2020	General	\$ 80.00	OHES
01CE10209	Amy Buccino	Class Size Overages - April	4/1/2020	General	\$ 160.00	ROES
01CE10210	Jennifer Bird	Class Size Overages - April	4/1/2020	General	\$ 80.00	ROES
01CE10211	Marta Ewing	Class Size Overages - April	4/1/2020	General	\$ 80.00	ROES
01CE10212	Patti Holland	Class Size Overages - April	4/1/2020	General	\$ 160.00	ROES
01CE10213	Sharon Merfeld	Class Size Overages - April	4/1/2020	General	\$ 80.00	ROES
01CE10214	Lynnae Gaeta	Class Size Overages - April	4/1/2020	General	\$ 80.00	ROES
01CE10215	Grace McKeegan	Class Size Overages - April	4/1/2020	General	\$ 160.00	ROES
01CE10216	Jamie Brown	Class Size Overages - April	4/1/2020	General	\$ 80.00	ROES
01CE10217	Nina Johnson	Class Size Overages - April	4/1/2020	General	\$ 80.00	ROES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10218	Maureen McDowell	Class Size Overages - April	4/1/2020	General	\$ 160.00	ROES
01CE10219	Tim Chevalier	Class Size Overages - April	4/1/2020	General	\$ 80.00	OPHS
01CE10220	Victor Anderson	Class Size Overages - April	4/1/2020	General	\$ 33.00	OPHS

Prepared by:
Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – APRIL 1 THROUGH APRIL 31, 2020

CONSENT

ISSUE: Shall the Board ratify the following purchase orders issued for the period April 1 through April 31, 2020?

BACKGROUND: Purchase Order Report listing all purchase orders issued during the reporting period is included for the Board review. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account. The Board is requested to ratify the purchase order for the month of April 2020.

ALTERNATIVES:

1. Ratify the Purchase Order Report as submitted.
2. Do not ratify the Purchase Order Report.

RECOMMENDATION: Alternative No. 1

Prepared by:

Byron Jones, Director Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 04/01/2020 - 04/30/2020 ***

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4200	Other Books and Reference Mate				
P20-00565	Goodheart-Wilcox Co., Inc dba Goodheart-Wilcox Publisher	005	OVHS Math for Financial Literacy Contract	010-4200	672.46
Total:010-4200 Other Books and Reference Mate					672.46
010-4330	Other Materials and Supplies N				
P20-00560	Western Psychological Services	000	2020/21 / SpEd Protocols - OT Dept	010-4330	145.39
P20-00561	PEARSON ASSESSMENTS ORDER PROC ESSING	000	2020/21 / SpEd Protocols - OT Dept	010-4330	46.31
P20-00562	Western Psychological Services	000	2020/21 / SpEd Protocols - Speech Dept	010-4330	179.39
P20-00563	PEARSON ASSESSMENTS ORDER PROC ESSING	000	2020/21 / SpEd Protocols - Speech Dept	010-4330	284.04
Total:010-4330 Other Materials and Supplies N					655.13
010-5200	Travel and Conference				
P20-00564	VCOE	006	VCOE fingerprinting services	010-5200	200.00
Total:010-5200 Travel and Conference					200.00
010-5820	Other Operating Expense				
B20-00265	Clarity Technical Solutions	012	Don: MCMS Virtual Culmination	010-5820	6,000.00
P20-00558	Alpenspruce Education Solution s Inc	005	Additional Alludo Licences for Classified Staff	010-5820	241.31
P20-00559	School Outfitters	012	Measure S - Library Furniture Samples	010-5820	418.32
Total:010-5820 Other Operating Expense					6,659.63
211-6272	Construction Management Fees				
P20-00566	Balfour Beatty Construction	004	Const Mgmt Services 3/1-3/31/2020	211-6272	12,970.00
Total:211-6272 Construction Management Fees					12,970.00
Total Number of POs				10	
				Total	21,157.22

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	9	8,187.22
211	Measure S Facilities & Tech	1	12,970.00
		Total	21,157.22

Information is further limited to: (Minimum Amount = 0.01, Maximum Amount = 1,000,000,000.00)

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

ESCAPE ONLINE

Page 1 of 1

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.1.d. APPROVE 2020-21 AGREEMENT FOR LEGAL SERVICES WITH FAGEN FRIEDMAN & FULFROST

CONSENT

ISSUE: Shall the Board of Education approve contract for legal services with Fagen Friedman & Fulfroft for the 2020-21 school year?

BACKGROUND: Oak Park Unified School District has been using Fagen Friedman & Fulfroft as the District's legal representative in all matters for nine years. The District's administrative staff has been satisfied with the firm's services. Therefore, it is the recommendation of staff that the Board approve the renewal of the agreement with Fagen Friedman & Fulfroft for legal services for the 2020-21 school year. A copy of the renewal agreement follows for the Board's information and review.

FISCAL IMPACT: The annual cost for services is included in the approved 2020-21 General Fund budget.

ALTERNATIVES:

1. Approve the renewal of the agreement with Fagen Friedman & Fulfroft for legal services for the 2020-21 school year.
2. Do not approve the renewal of the agreement.

RECOMMENDATION: Approve 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	_____	_____	_____	_____



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Oak Park Unified School District (“Client”) and the law firm of Fagen Friedman & Fulfroft LLP (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2020 through June 30, 2021:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries.

3. CLIENT’S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time and to keep Attorney advised of Client’s address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney’s office. Most of Attorney’s electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client’s representatives and agents, as well as to having communications, documents and electronic data pertinent to Client’s matter(s) stored through a cloud-based service.

6. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney’s prevailing rates for all time spent on Client’s matter by Attorney’s legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney’s number of years of experience.

The rates on this schedule are subject to change on 30 days’ written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for

Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

7. COSTS AND OTHER CHARGES. (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

8. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

10. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

11. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

12. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

14. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

15. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Oak Park Unified School District

Fagen Friedman & Fulfroost LLP

Type or Print Name

Chris Keeler

Name

Type or Print Title

Managing Partner

Title

District Authorized Signature



Signature

DATE: _____

DATE: April 28, 2020



Fagen Friedman & Fulfroft LLP

PROFESSIONAL RATE SCHEDULE

Oak Park Unified School District
July 1, 2020 through June 30, 2021

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$210 - \$240 per hour
Partner	\$255 - \$290 per hour
Of-Counsel	\$290 per hour
Paralegal/Law Clerk	\$130 - \$190 per hour
Paralegal/Law Clerk (<i>Bar Admitted Outside CA</i>)	\$210 per hour
Education Consultant	\$220 per hour
Communication Services Consultant	\$240 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

3. COSTS AND EXPENSES

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 19, 2020

SUBJECT: B.1.e. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 20-05S, BASKETBALL COURTS RESURFACING AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 20-05S, Basketball Courts Resurfacing at Oak Park High School, contracted with Sport Court of Southern California?

BACKGROUND: On February 18, 2020, the Board of Education authorized the award of a contract for Project 20-05S, Basketball Courts Resurfacing at Oak Park High School, contracted with Sport Court of Southern California.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. The Notice of Completion form and a summary of the project follows for the Board's information and review. It is recommended that the Board approve the Notice of Completion accepting the finished project.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 20-05S, Basketball Courts Resurfacing at Oak Park High School, contracted with Sport Court of Southern California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Oak Park High School, 899 Kanan Road, Oak Park, CA 91377.

That on or about February 18, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Sport Court of Southern California, for Project 20-05S, Basketball Courts Resurfacing at Oak Park High School, on certain real property hereinbefore described: that said building and improvements were actually completed on May 19, 2020; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



Project Status

Budget, Commitments, Expenditures, Construction, Funding

Oak Park High School - 20-05S Basketball Courts Resurfacing OPHS (OPHS 20-05S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	20,052	20,052	20,052
Contingency	-	-	-
Total	20,052	20,052	20,052
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	20,052
Pending Changes	-
Total	20,052
Budgeted Contingency	0.0%

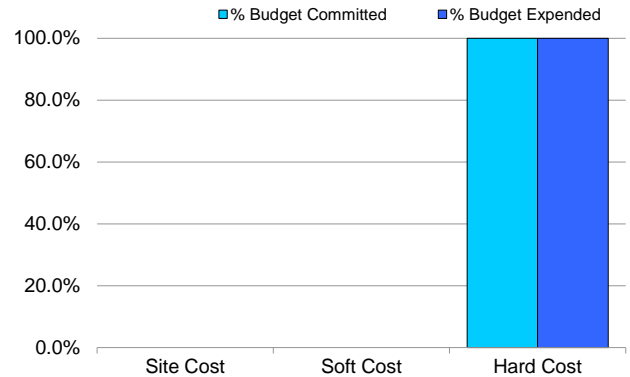
Committed Status

Initial Contracted AMT	20,052
Total	20,052
Budget Committed	100.0%

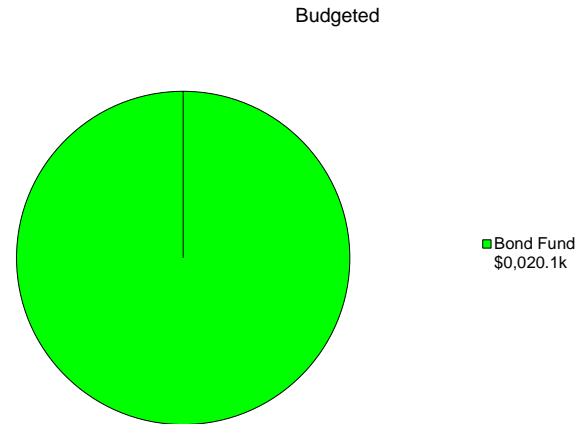
Expenditure Status

Paid	9,023
In Process for PMT	9,023
District Held Retentions	2,005
Total	20,052
Budget Expended	100.0%

Progress



Funding Sources



Construction Contract Status

Contract Name	Initial AMT	Current AMT	% Chng	Pending Changes	Work in Place	% Cmpl	CCD Date	NOC Date
TD Sports, Inc.	20,052	20,052	0.0%	-	20,052	100.0%	04/18/2020	
Total	20,052	20,052	0.0%	-	20,052	100.0%		



Budget Status Report
Budget versus Commitments and Expenditures

Oak Park High School - 20-05S Basketball Courts Resurfacing OPHS

Expense Category/Object Code	Budget			Commitments				Expenditures				
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Held Retention	Total Expenditures	% Budget Spent
C - Construction												
6209 - Main Construction Contractor	20,052		20,052	20,052		20,052	100.0%	9,023	9,023	2,005	20,052	100.0%
	20,052		20,052	20,052		20,052	100.0%	9,023	9,023	2,005	20,052	100.0%
Totals	20,052		20,052	20,052		20,052	100.0%	9,023	9,023	2,005	20,052	100.0%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 19, 2020

SUBJECT: B.2.a. ACCEPT OAK PARK CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORTS FOR MEASURES C6, R, AND S

ACTION

ISSUE: Shall the Board receive and accept the annual report of the Oak Park Citizens' Oversight Committee for Measures C6, R, and S?

BACKGROUND: A major provision of Bond Measures C6, R and S was the establishment of a citizen's oversight committee to monitor the use of monies expended from these sources. As required by its bylaws, the full membership of the Board-appointed committee met four times, with one subcommittee for the report writing. On May 12, 2020, the full Committee met to complete its annual reports for Measures C6, R, and S. The written reports are available at this link <https://bit.ly/35TugQ9>. It is anticipated that a member of the Oak Park Citizens' Oversight Committee will present these reports at this evening's meeting.

FISCAL IMPACT: None; submittal and acceptance of the Bond Oversight Committee's annual reports fulfills its obligation under Article XIII. B of the State Constitution to report to the Board and community on bond expenditures.

ALTERNATIVES:

1. Review and accept the reports from the Oak Park Citizens' Bond Oversight Committee, with thanks for its service.
2. Do not accept the report.

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: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 19, 2020

**SUBJECT: B.2.b. 2020-21 DISTRICT CAPACITY/ENROLLMENT PROJECTIONS
DOC VACANCY PROJECTIONS**

INFORMATION/DISCUSSION

ISSUE: The board will receive a report from staff related to program capacity and student enrollment projections for the 2020-21 School Year.

BACKGROUND: Current enrollment and the enrollment projections for the 2020-21 School Year will be presented to the governing board for discussion at the meeting. New resident enrollment for next school year has taken place at the school sites during the month of January and early February. These new resident numbers, based on historical data, have been incorporated into the projections for next year.

FISCAL IMPACT: The initial budget for next school year will be based on the enrollment projections of 4673 approved by the board at its December 17, 2019 Meeting.

Prepared by: Stewart McGugan, Director Student Support and School Safety

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - SCHOOL ENROLLMENT 2020/2021 AS OF 5/6/2020 - Table 1

GRADE	RESIDENTS/ RETURNING	NEW DOC	NEW PERMIT/STAFF (Do not include in count)	DOC ALREADY HERE (Do NOT include in count)	# OF SECTIONS PER GRADE AT K-5 SCHOOLS	OPTA CONTRACT CLASS SIZE	AVG CLASS SIZE - BASED ON CURRENT ENROLLMENT	OPEN SEATS *	
			(Included in DOC)	(Included in Residents)					
DK	23	40	4	0	3	25-1	21	12	ALL
K	168	110	9	1	9	28-1	30.8	0	
1	255	16	1	2	10	28-1	27.1	9	OHES/BES
2	270	12	0	2	10	28-1	28.2	0	
3	263	17	0	3	10	28-1	28	0	
4	260	8	0	3	9	32-1	29.7	21	OHES/ROES
5	288	10	2	2	10	32-1	29.8	22	OHES/ROES
6	310	67	1	2					
7	364	12	1	1					
8	355	9	0	1					
9	340	64	4	2					
10	377	6	1	1					
11	381	4	0	1					
12	358	3	0	0					
OPIS	140								
OVHS	30								
	4182	378	23	21					

Table 2			Table 3			Table 4			
	2020/2021		2020/2021	Enrolled		Projected	2019/2020 Begin of Year		
Capacity	4673		OPHS	1533	1496		TOTAL	DOC	PERMIT
Projected	4458		MCMS	1117	1085		4506	1487 (33%)	630 (14%)
Returning	4182		BES	579	567				
Enrolled	4560		OHES	534	524				
			ROES	627	615				
			OVHS	30 proj	30				
			OPIS	140 proj	140*	* I originally projected 160 but have updated this after speaking with OPIS.			
			NPS (not included)	1	1				

2020-2021 ENROLLMENT PROJECTIONS

This draft of enrollment projections for the 2020-2021 school year can be found in tables 1-4.

Table 1:

“Residents/Returning” refers to the number of new resident students and current students who are returning next year.

“New DOC” refers to students who signed up under the DOC program for the 20/21 school year and have completed the enrollment paperwork.

“New Permit/Staff” refers to the number of staff members who are bringing their children to our district and the number of new inter-district permits we have signed. These numbers are included in the DOC count.

“DOC Already Here” refers to the number of students who are already enrolled in our district on an inter-district permit, but who have applied for the DOC status. These numbers are included in the “Residents/Returning” students count.

“# of Sections Per Grade at K-5 Schools” refers to the number of teachers/sections that are being taught in each grade level.

“Class Size” refers to the number of students per class according to the OPTA Contract.

“Average Class Size” refers to the is the total of all students in that grade at all three elementary sites divided by the number of Sections. This does not equate to the actual class size at each site. This is only the math if every student were to be divided up evenly. However, we all know that we have to place DOC students based on several factors: siblings, SPED, room in that particular class and school, etc.

“Open Seats” refers to the available seats that we have for all 3 elementary sites combined.

Table 2:

This table represents the 2020-2021 school year capacity, initial projections, returning students, and the number of students currently enrolled as of today.

Table 3:

This table represents the number of students who have enrolled for the 2020-2021 school year. The last column represents our projections for how many students will attend. With regards to OVHS, OPIS, and NPS we have provided our best projections, but there are several variables that may affect those schools.

Table 4:

This table represents the total number of students for the current 2019-2020 school year. There is a percentage breakdown of DOC and Permit students within the district.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.2.c REVIEW AND DISCUSS GOVERNOR’S MAY REVISION FOR 2020-21 STATE BUDGET PROPOSAL

DISCUSSION

ISSUE: Shall the Board review and discuss information pertaining to the Governor’s May Revision to his 2020-21 budget proposal and its implications for the Oak Park Unified School District?

BACKGROUND: On May 14, 2020, it is expected that Governor Newsom will present the May Revision to the 2020-21 budget proposal unveiled in January of this year. Staff will provide a review on the May Revision and its implications for Oak Park Unified School District at this evening’s meeting. Staff will be viewing the budget workshops provided by School Services of California on May 19, which will incorporate the results of revised revenue estimates, finalize the Local Control Funding Formula (LCFF) provisions for 2020–21, revise the out-year estimates for LCFF funding for your multiyear projections, provide the latest on funding and policy proposals outside the LCFF, and incorporate any revisions of the accountability system.

FISCAL IMPACT: None

RECOMMENDATION: None – information only.

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: MAY 19, 2020
SUBJECT: B.2.d. AUTHORIZE MEASURE S PROJECT 20-12S RENOVATE LOBBY AT MEDEA CREEK MIDDLE SCHOOL AND RATIFY ASSOCIATED CONTRACTS

ACTION

ISSUE: Shall the Board of Education approve Measure S Project 20-12S at Red Oak Elementary School and ratify contracts?

BACKGROUND: At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan are needed replacement of flooring in the Administration building and classrooms. The 2019 Master Plan allotted \$20,000 for this project. As such, the Board is respectfully requested to authorize Measure S Project 20-12S, Renovate Lobby at Medea Creek Middle School and ratify the Associated Contracts with Interstate Restoration in the amount of \$4,433.45, Reliable Flooring in the amount of \$2,975, and Natural Pod in the amount of \$12,400. These three contracts total \$19,808.45.

The scope of this project includes shortening the length of the counter to support visitor flow, demolishing the built-in desk, installing new LVT wood-like flooring in the lobby, and installing a new entry desk and storage against the back wall.

FISCAL IMPACT: The authorized contracts to renovate the lobby are \$19,808.45, which will be funded by the Measure S bond fund. This is within the identified budget in the Measure S Master Plan.

ALTERNATIVES:

1. Authorize the Measure S Project 20-12S Renovate Lobby at Medea Creek Middle School and ratify associated contracts with Interstate Restoration, Reliable Flooring, and Natural Pod.
2. Do not authorize and ratify contracts.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting, May 19, 2020
Authorize the Measure S Project 20-12S Renovate Lobby
at Medea Creek Middle School and ratify associated contracts
Page 2

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

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

Interstate Interstate Restoration

1830 Lockwood St., Ste. 107
Oxnard, CA 93036
Ph. (805) 988-1040
Fax (805) 988-8887
Lic # I036759

Client: Oak Park Unified School District - Medea Creeks
Elementary
Property: 1002 Doubletree Rd
Oak Park, CA 91377
Billing: 607 E. Ventura St
Santa Paula, CA 93060

Operator: CHRIS

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

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

Type of Estimate: Other
Date Entered: 11/29/2018 Date Assigned:

Price List: PW2020
Labor Efficiency: Restoration/Service/Remodel
Estimate: MCMS-LOBBY-NOFLOOR-2

Interstate Restoration would like to thank you for the opportunity to provide you with this estimate for restoration of your damages. Attached you will find a line item breakdown of all components necessary to complete your project in the manner consistent with industry standards. Should you have any concerns or questions please feel free to contact us at any time.

Exclusions:

Engineering, architectural and/or design costs.
Repair or changes for hidden damage or conditions not known at the time of this proposal.
Building Department permit fees or taxes. Interstate will obtain permits at cost plus administrative labor charge of \$65.00 per hour when these are required.
Dry or wet rot and termite damage unless addressed in the estimate.
Landscaping work that may be incidental to the scope of work unless spelled out in our proposal.
Payment &/or performance bonds.
Inclement weather protection unless included in the estimate or proposal.

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

MCMS-LOBBY-NOFLOOR-2

Lobby

DESCRIPTION	QTY	UNIT PRICE	TOTAL
*** Demo ***			
Remove front office cabinets at the entry to the admin lobby			
1. General Demolition - per hour	12.00 HR @	103.66 =	1,243.92
2. Haul debris - per pickup truck load - including dump fees	0.75 EA @	233.44 =	175.08
*** Free Standing Wall ***			
Wall that is to be shortened to match new design			
6. Drywall Installer / Finisher - per hour	4.00 HR @	183.28 =	733.12
7. Misc drywall materials	1.00 EA @	50.00 =	50.00
*** Swing Door ***			
12. Finish Carpenter - per hour	4.00 HR @	133.26 =	533.04
Labor to relocate swing door			
***Painting ***			
15. Painter - per hour	8.00 HR @	110.02 =	880.16
Labor to scuff and paint 2 swing doors 2 two coats			
Labor to paint repaired areas of remaining wall			
17. Painting materials	1.00 EA @	75.00 =	75.00

Grand Total Areas:

6,436.76 SF Walls	9,384.97 SF Ceiling	15,821.73 SF Walls and Ceiling
9,384.97 SF Floor	1,042.77 SY Flooring	402.30 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	402.30 LF Ceil. Perimeter
4,692.48 Floor Area	4,827.03 Total Area	3,218.38 Interior Wall Area
3,644.68 Exterior Wall Area	404.96 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

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

Summary

Line Item Total	3,690.32
Material Sales Tax	4.23
Subtotal	3,694.55
Overhead	369.45
Profit	369.45
Replacement Cost Value	\$4,433.45
Net Claim	\$4,433.45

Blake Schoemann
Senior Project Director

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

Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Material Sales Tax (8.25%)	Storage Rental Tax (8.25%)
Line Items	369.45	369.45	4.23	0.00
Total	369.45	369.45	4.23	0.00

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

Recap by Room

Estimate: MCMS-LOBBY-NOFLOOR-2

Lobby	3,690.32	100.00%
<hr/>		
Subtotal of Areas	3,690.32	100.00%
<hr/>		
Total	3,690.32	100.00%

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

Recap by Category

O&P Items	Total	%
GENERAL DEMOLITION	1,419.00	32.01 %
DRYWALL	783.12	17.66 %
FINISH CARPENTRY / TRIMWORK	533.04	12.02 %
PAINTING	955.16	21.54 %
O&P Items Subtotal	3,690.32	83.24 %
Material Sales Tax	4.23	0.10 %
Overhead	369.45	8.33 %
Profit	369.45	8.33 %
Total	4,433.45	100.00 %

Payment as follows:

1/3 due upon mobilization, 1/3 after 50% completion, balance with change orders due upon completion

Toxic or hazardous materials: Interstate Restoration assumes no obligation to mitigate, remove, destroy or otherwise remedy (abate) any toxic or hazardous material which, during the course of construction, may be found to be present on this project.

Lead Containing Materials: If the subject property was built on or before January 1st 1978, Interstate Restoration can not start the project without a Certified Lead Inspection as stipulated in the new Federal RRP Lead Standard. This proposal and contract has assumed the non-existence of lead in the subject building materials. Should lead be discovered, the associated costs of the mandated lead RRP Standards are not included in this proposal. An additional submittal will be submitted by Interstate Restoration for approval in order to comply with the Federal RRP Standard.

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

1. This Estimate is the Confidential and Proprietary Property of Interstate. The information contained herein may only be utilized by the person to whom Interstate presented this Estimate. The estimate and information in the estimate may not be used by any other person or entity without the express written consent of Interstate, which may be withheld for any reason.
2. More than one Estimate may be prepared at differing points in time and for differing purposes. Only the final, latest in time Estimate is the applicable Estimate. This Final Estimate is the one that is referenced in your contract and defines the Scope Work to be performed by Interstate on this particular project. In the event of a discrepancy between the final Estimate and correspondence or any other Contract document, including plans and specifications, the Estimate shall control.
3. The information contained in this Estimate is compiled from many sources including physical inspection and information provided by your insurance Carrier where applicable. The inclusion and exclusion of items to be performed on your Project was ultimately determined by your insurance Carrier. If you believe or later determine that some other work should be included in the Estimate which has not been included, you understand and agree that the issue is between yourself and your Insurance Carrier.
4. All items presented for consideration in this scope are based solely on our experience as contractors/consultants. Interstate reserves the right to amend the Estimate pending review of all or part of this Estimate by independent architects, engineers, other design professionals and/or consults. The cost of any independent review is not included in this scope.
5. All documents generated by Interstate remain the sole property if Interstate and any unauthorized use or distribution shall be at the recipient's sole risk and without any liability to Interstate.
6. Cost of work or supervision/management to obtain any permit, coordinate any inspection or to meet any applicable code and/or regulatory requirement may not be included in this scope.
7. Included tax, if any, is subject to final review and adjustment at the time of billing meet the appropriate rate(s).
8. This Estimate may contain items for which an allowance has been provided. An allowance is used in a situation where the

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

actual amount has not been determined. The actual amount to perform the identified task may be more or less depending upon circumstances that have not been identified at the time the allowance item is utilized. Neither the Owner nor anyone else utilizing this Estimate may rely upon the number utilized in the allowance. Interstate expressly disclaims any responsibility, therefore, with regard to allowances.

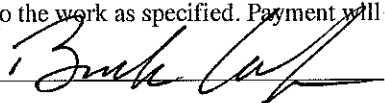
9. Unless indicated otherwise, all labor is based upon unfettered access to the Project and regular labor rates. NO OVERTIME IS INCLUDED. If special labor rates are required, such as prevailing wages, there may be additional costs. This estimate does not include delays during weather, strikes, unavailability of materials, governmental entities or like circumstances.

10. No work shall be added or deleted outside the estimate being performed without an agreement in writing from both parties.

COMPLETION AND FINAL PAYMENT: The final payment is to be made upon receipt of the 100% completion invoice. The 100% complete invoice indicates Interstate Restoration has completed all the scope of work items noted in the main body of the contract. If minor work items remain to be completed at that time, then a checklist is to be made on the completion letter and a commensurate amount of money withheld from the final payment. Payment for those items shall then be made when the items on the checklist, if any, are complete. The Completion Letter, attached to the contract, shall be signed and returned to Interstate within fifteen (15) days of the date of the 100% complete invoice. If final payment is not made within fifteen (15) days of the date of the 100% complete invoice, financing charges will accrue at the rate of 1.5% per month (18% APR). If either party commence legal action to enforce it's rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover it's reasonable attorney's fee's and costs of litigation relating to said legal action, as determined by the court of competent jurisdiction.

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

Authorized Signature _____



Authorized Signature _____

Date of Acceptance _____

4/21/20

**Rebuild Notice of Three-Day Right to Cancel
(Notice of Cancellation)**

Date of Transaction _____

You, the buyer, have the right to cancel this contract within three business days. You may cancel by e-mailing, mailing, faxing, or delivering a written notice to the contractor at the contractor's place of business by midnight of the third business day after you received a signed and dated copy of the contract that includes this notice.

Include your name, your address, and the date you received the signed copy of the contract and this notice. If you cancel, the contractor must return to you anything you paid within 10 days of receiving the notice of cancellation. For your part, you must make available to the contractor at your residence, in substantially as good condition as you received it, any goods delivered to you under this contract or sale. Or, you may, if you wish, comply with the contractor's instructions on how to return the goods at the contractor's expense and risk.

If you do make the goods available to the contractor and the contractor does not pick them up within 20 days of the date of your notice of cancellation, you may keep them without any further obligation. If you fail to make the goods

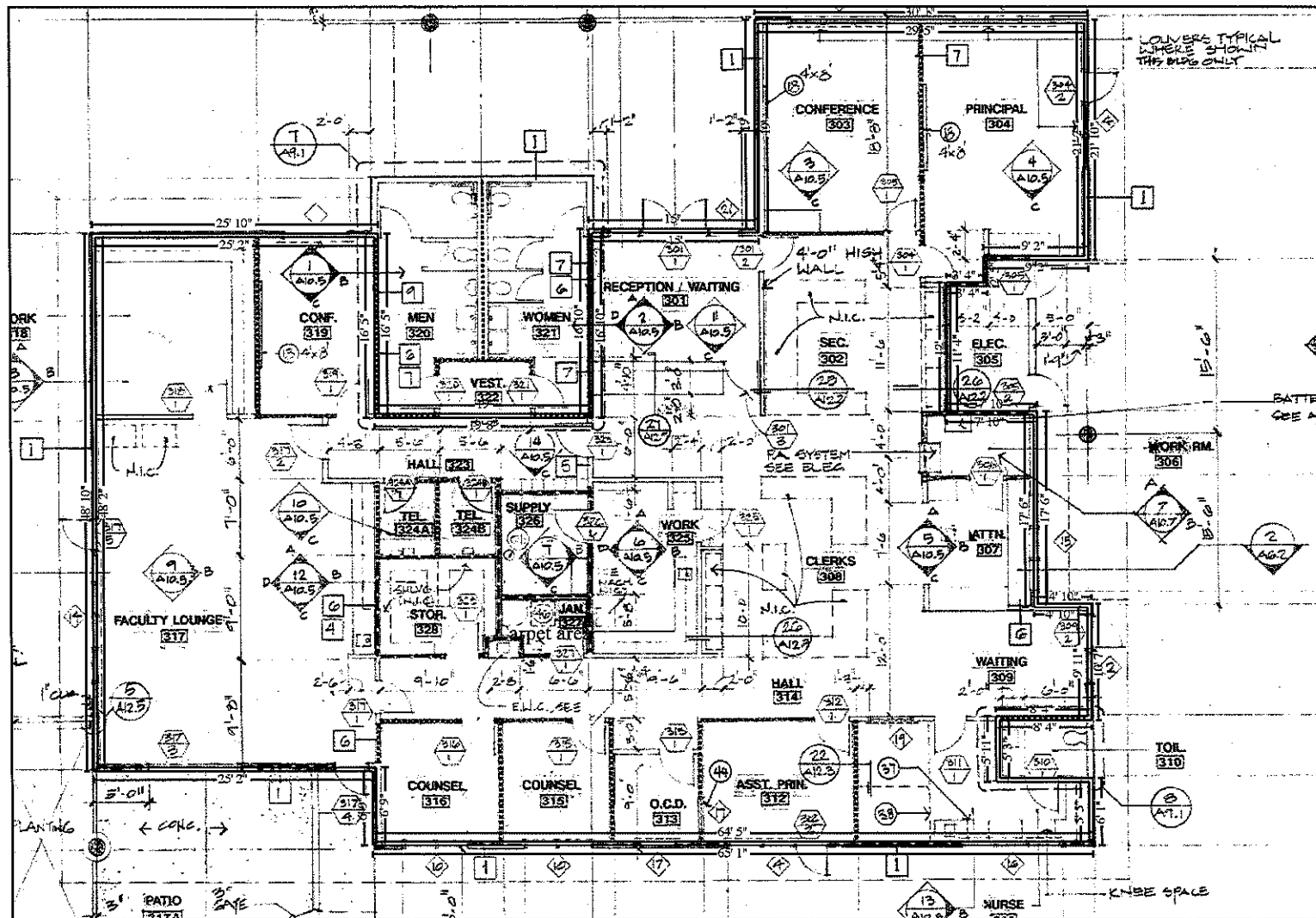
1830 Lockwood St., Ste. 107
Oxnard, CA 93036
Ph. (805) 988-1040
Fax (805) 988-8887
Lic # 1036759

available to the contractor, or if you agree to return the goods to the contractor and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a fax to: Interstate Restoration 1830 Lockwood Street #107 Oxnard, CA. 93036 Fax: 805-988-8887 not later than midnight of ____/____/____.

DO NOT SIGN THIS DOCUMENT UNLESS YOU WANT TO CANCEL YOUR CONTRACT

I hereby cancel this transaction _____ Date ____/____/____
Signature of Buyer



Main Level

RELIABLE FLOOR COVERING, INC.

March 23 , 2020

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

Attn: Brendan Callahan
Re: Medea Creek, Main Office Lobby

Dear Brendan:

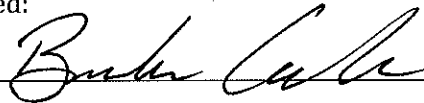
The following is the bid proposal for Medea Creek, Main Office Lobby.

Scope of work: Furnish and install Shaw LVT style "Solitude" color to be selected in main office lobby area (approx. (15'6"x23). Remove and dispose of existing glue down carpet and three dimensional adhesive. Install new LVT using Shaw High Moisture adhesive. Furnish and install 4" rubber base. (try to match existing rubber base).

Total price tax included:

\$2,975.00

Customer Approval



Date

4/21/20

LVT Color

Cocoa

Sincerely,

Jon Rumkin

2304 Townsgate Rd. Westlake Village CA 91361 | reliablefloorcovering@hotmail.com

805-495-4811 | fax 805-497-4069

lic. 839258 | C-15 | C-54

Serving Southern California Since 1959



Unit B1 - 3889 Keith St.
Burnaby, B.C. V5J 5K4
604-630-1619 ph 866-571-1322 fx

Invoice

Date 5/7/2020
Accnt No 1127413243
Inv.. No. 4499-005-1
P.O. No.
Ship By 5/7/2020
Project Medea Creek Middle School
Tracking (if app)

Bill To

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

Ship To

Medea Creek Middle School
1002 Doubletree Rd
Oak Park, CA 91377

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

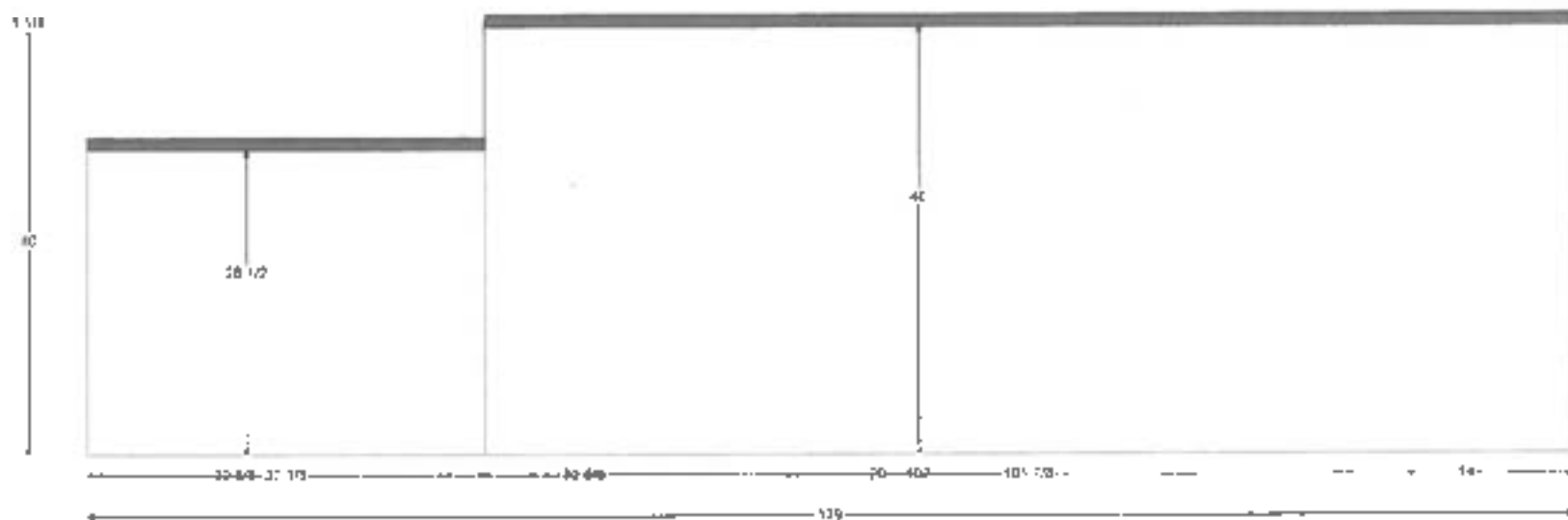
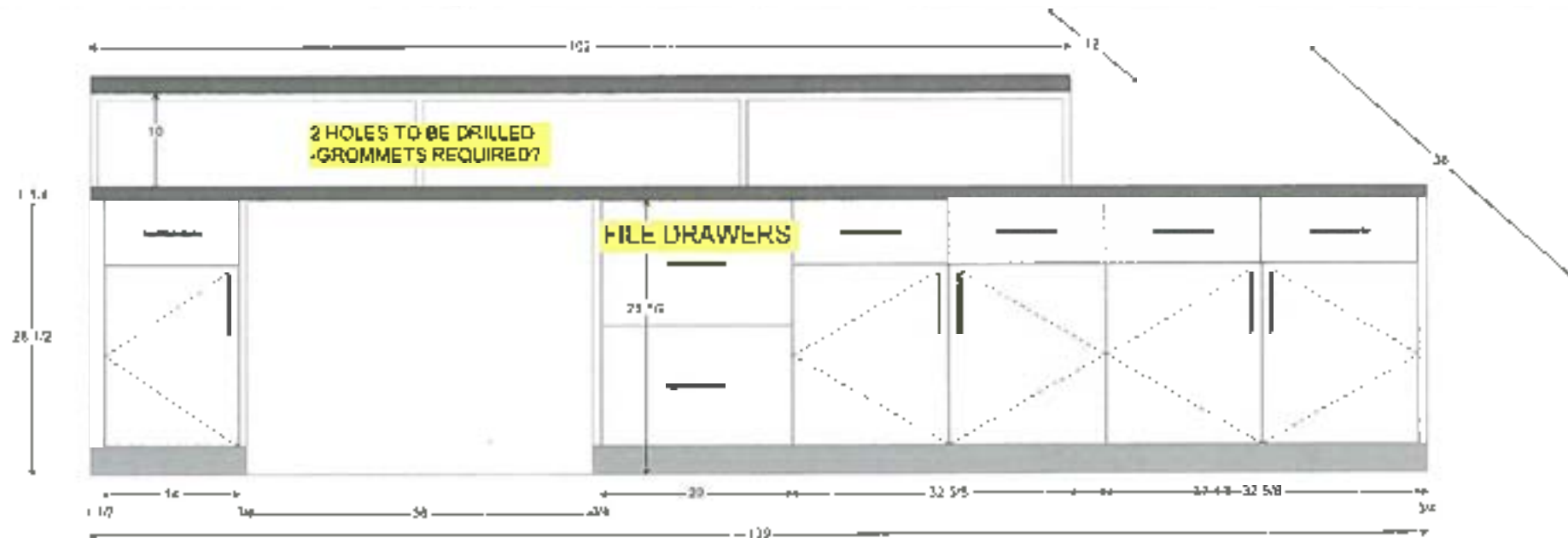
Item/SKU	Description	QTY	Rate	Amount
Special order	Reception Desk for Lobby Area	1	7,500.00	7,500.00
	Shipped, delivered, and Installed.			
	Will be shipped with MCMS			
Special order	Wall unit	1	4,900.00	4,900.00
	Shipped, delivered with MCMS project			

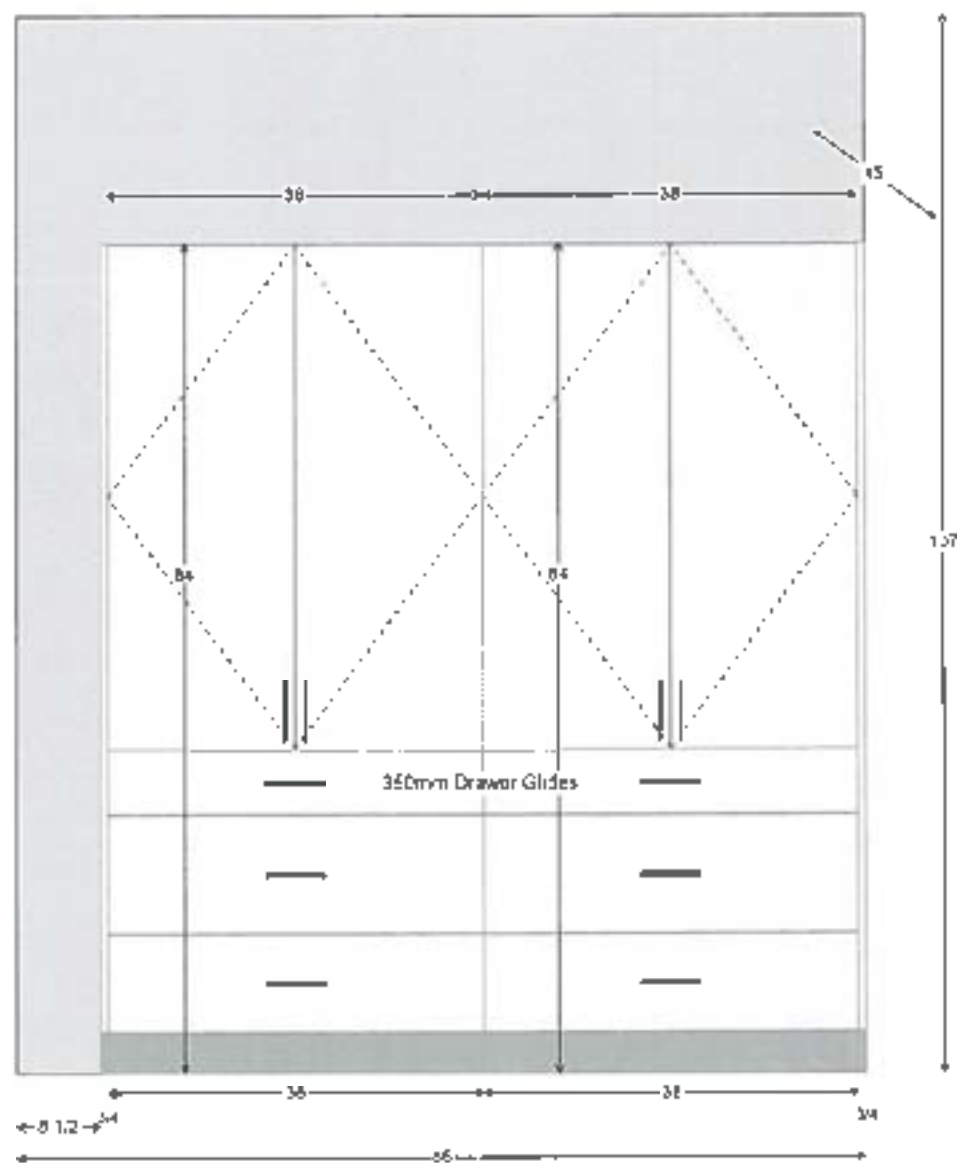
Total USD 12,400.00

GST/HST No. 860111459

PRICES VALID FOR 30 DAYS FROM QUOTATION DATE

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





TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.2.e. AUTHORIZE MEASURE S PROJECT 20-13S PAINT INTERIOR OF RED OAK ELEMENTARY SCHOOL ADMINISTRATION BUILDING AND AWARD ASSOCIATED CONTRACT

ACTION

ISSUE: Shall the Board of Education authorize Measure S Project 20-13S paint interior of Red Oak Elementary School Administration building and approve associated contract?

BACKGROUND: At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Identified in the plan is needed painting inside the Administration building at Red Oak Elementary School (ROES). The Board is respectfully requested to authorize Measure S Project 20-13S, paint interior of Administrative building at Red Oak Elementary School and approved the contract from Interstate Restoration in the amount of \$17,600.88.

The scope of this project includes painting the interior walls of the main office, hallways, and individual offices in the ROES Administration Building.

FISCAL IMPACT: The 2019 Master Plan allotted \$15,485 for this project. The proposed contract to repaint the interior (\$17,600.88) was the lowest quote received but exceeds the budgeted amount by \$2,115.88. This project is to be funded by the Measure S bond fund.

ALTERNATIVES:

1. Authorize the Measure S Project 20-13S Interior Painting at Red Oak Elementary School and approve associated contract with Interstate Restoration.
2. Do not authorize and approve contract.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

Client: Red Oak Elementary School
Property: 4857 Rockfield St.
Oak Park, CA 93001

Operator: MASON.MA

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

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

Type of Estimate: Painting
Date Entered: 12/4/2018 Date Assigned:

Price List: PW2020
Labor Efficiency: Restoration/Service/Remodel
Estimate: REDOAK-PAINTING

Interstate Restoration would like to thank you for the opportunity to provide you with this estimate for restoration of your damages. Attached you will find a line item breakdown of all components necessary to complete your project in the manner consistent with industry standards. Should you have any concerns or questions please feel free to contact us at any time.

Prevailing Wages Contractor shall comply and shall ensure that all subcontractors comply with Section 1770, and the applicable sections that follow, including Section 1775 of the State of California Labor Code.

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

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

Exclusions:

Engineering, architectural and/or design costs.

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



Interstate Restoration

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

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

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

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

Payment &/or performance bonds.

Inclement weather protection unless included in the estimate or proposal.

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

REDOAK-PAINTING

Main Level

Painting

DESCRIPTION	QTY
1. Painter - per hour	120.00 HR
Paint the interior walls of the admin building, Solid color or two color paint scheme) (contents to be moved prior to the start of the project)	
2. Material Only Mask and prep for paint - plastic, paper, tape (per LF)	2,000.00 LF
2 rolls of plastic materials	
3. Material Only Paint the surface area - one coat - 2 colors	7.00 5G

Grand Total

\$17,600.88

 Blake Schoemann
 Senior Project Director

Payment as follows:

1/3 due upon mobilization, 1/3 after 50% completion, balance with change orders due upon completion

Toxic or hazardous materials: Interstate Restoration assumes no obligation to mitigate, remove, destroy or otherwise remedy (abate) any toxic or hazardous material which, during the course of construction, may be found to be present on this project.

Lead Containing Materials: If the subject property was built on or before January 1st 1978, Interstate Restoration can not start the project without a Certified Lead Inspection as stipulated in the new Federal RRP Lead Standard. This proposal and contract has assumed the non-existence of lead in the subject building materials. Should lead be discovered, the associated costs of the mandated lead RRP Standards are not included in this proposal. An additional submittal will be submitted by Interstate Restoration for approval in order to comply with the Federal RRP Standard.

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

1. This Estimate is the Confidential and Proprietary Property of Interstate. The information contained herein may only be utilized by the person to whom Interstate presented this Estimate. The estimate and information in the estimate may not be used by any other person or entity without the express written consent of Interstate, which may be withheld for any reason.
2. More than one Estimate may be prepared at differing points in time and for differing purposes. Only the final, latest in time Estimate is the applicable Estimate. This Final Estimate is the one that is referenced in your contract and defines the Scope Work to be performed by Interstate on this particular project. In the event of a discrepancy between the final Estimate and correspondence or any other Contract document, including plans and specifications, the Estimate shall control.
3. The information contained in this Estimate is compiled from many sources including physical inspection and information

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

provided by your insurance Carrier where applicable. The inclusion and exclusion of items to be performed on your Project was ultimately determined by your insurance Carrier. If you believe or later determine that some other work should be included in the Estimate which has not been included, you understand and agree that the issue is between yourself and your Insurance Carrier.

4. All items presented for consideration in this scope are based solely on our experience as contractors/consultants. Interstate reserves the right to amend the Estimate pending review of all or part of this Estimate by independent architects, engineers, other design professionals and/or consults. The cost of any independent review is not included in this scope.
5. All documents generated by Interstate remain the sole property of Interstate and any unauthorized use or distribution shall be at the recipient's sole risk and without any liability to Interstate.
6. Cost of work or supervision/management to obtain any permit, coordinate any inspection or to meet any applicable code and/or regulatory requirement may not be included in this scope.
7. Included tax, if any, is subject to final review and adjustment at the time of billing meet the appropriate rate(s).
8. This Estimate may contain items for which an allowance has been provided. An allowance is used in a situation where the actual amount has not been determined. The actual amount to perform the identified task may be more or less depending upon circumstances that have not been identified at the time the allowance item is utilized. Neither the Owner nor anyone else utilizing this Estimate may rely upon the number utilized in the allowance. Interstate expressly disclaims any responsibility, therefore, with regard to allowances.
9. Unless indicated otherwise, all labor is based upon unfettered access to the Project and regular labor rates. **NO OVERTIME IS INCLUDED.** If special labor rates are required, such as prevailing wages, there may be additional costs. This estimate does not include delays during weather, strikes, unavailability of materials, governmental entities or like circumstances.
10. No work shall be added or deleted outside the estimate being performed without an agreement in writing from both parties.

COMPLETION AND FINAL PAYMENT: The final payment is to be made upon receipt of the 100% completion invoice. The 100% complete invoice indicates Interstate Restoration has completed all the scope of work items noted in the main body of the contract. If minor work items remain to be completed at that time, then a checklist is to be made on the completion letter and a commensurate amount of money withheld from the final payment. Payment for those items shall then be made when the items on the checklist, if any, are complete. The Completion Letter, attached to the contract, shall be signed and returned to Interstate within fifteen (15) days of the date of the 100% complete invoice. If final payment is not made within fifteen (15) days of the date of the 100% complete invoice, financing charges will accrue at the rate of 1.5% per month (18% APR). If either party commence legal action to enforce it's rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover it's reasonable attorney's fee's and costs of litigation relating to said legal action, as determined by the court of competent jurisdiction.

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

Authorized Signature_____

Authorized Signature_____

Date of Acceptance_____

**Rebuild Notice of Three-Day Right to Cancel
(Notice of Cancellation)**

Date of Transaction



Interstate Restoration

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

You, the buyer, have the right to cancel this contract within three business days. You may cancel by e-mailing, mailing, faxing, or delivering a written notice to the contractor at the contractor's place of business by midnight of the third business day after you received a signed and dated copy of the contract that includes this notice.

Include your name, your address, and the date you received the signed copy of the contract and this notice. If you cancel, the contractor must return to you anything you paid within 10 days of receiving the notice of cancellation. For your part, you must make available to the contractor at your residence, in substantially as good condition as you received it, any goods delivered to you under this contract or sale. Or, you may, if you wish, comply with the contractor's instructions on how to return the goods at the contractor's expense and risk.

If you do make the goods available to the contractor and the contractor does not pick them up within 20 days of the date of your notice of cancellation, you may keep them without any further obligation. If you fail to make the goods available to the contractor, or if you agree to return the goods to the contractor and fail to do so, then you remain liable for performance of all obligations under the contract.

**To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a fax to: Interstate Restoration 1830 Lockwood Street #107 Oxnard, CA. 93036 *Fax:*
805-988-8887 not later than midnight of ____/____/____ .**

DO NOT SIGN THIS DOCUMENT UNLESS YOU WANT TO CANCEL YOUR CONTRACT

I hereby cancel this transaction _____ **Date** ____/____/____
Signature of Buyer

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.2.f. AUTHORIZE MEASURE S PROJECT 20-14S INSTALL FLOORING AT RED OAK ELEMENTARY SCHOOL ADMINISTRATION BUILDING AND SEVEN CLASSROOMS AND APPROVE ASSOCIATED CONTRACT

ACTION

ISSUE: Shall the Board of Education authorize Measure S Project 20-14S Flooring Replacement at Red Oak Elementary School and approve associated contract?

BACKGROUND: At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan are needed replacement of flooring in the Administration building and seven classrooms. The 2019 Master Plan allotted \$50,771 for this project. As such, the Board is respectfully requested to authorize Measure S Project 20-14S, Flooring Replacement at Red Oak Elementary School and approve the contract from Reliable Flooring in the amount of \$49,125.

The scope of this project includes installing wood-like Shaw LVT flooring in the high-traffic areas of the main lobby and hallways within the Administration Building. The scope also includes installing new carpet tiles in the remaining shared workspaces and offices within the Administration Building and in seven classrooms identified in the District's Annual (Facility Inspection Tool) FIT Assessment where the carpet is beyond useful life and is in need of replacement.

FISCAL IMPACT: The proposed contract to replace the flooring is \$49,125, which is to be funded by the Measure S bond fund. This is within the identified budget in the Measure S Master Plan.

ALTERNATIVES:

1. Authorize the Measure S Project 20-14S Flooring Replacement at Red Oak Elementary School and approve associated contract with Reliable Floor Covering, Inc.
2. Do not authorize and approve contract.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting, May 19, 2020
 Authorize the Measure S Project 20-14S Flooring Replacement at
 Red Oak Elementary School and approve associated contract
 Page 2

Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

RELIABLE FLOOR COVERING, INC.

May 5, 2020

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

Attn: Brendan Callahan
Re: Red Oak Elementary
Classrooms C34, C35, B22, B23, B24, D54, C32, Admin Bldg

Dear Brendan,

The following is the bid proposal for Red Oak Elementary, all above areas .

Scope of Work: Furnish and install Interface Carpet Tile style Cubic. Furnish and install Burke 4" rubber base. Remove and dispose of existing glue down carpet. Furniture moving is to be by others.

Classroom C34:

Carpet Tile	102 sqyds @ \$35.50	\$3,621.00
Demo	102 sqyds @ \$4.00	\$ 408.00
Rubber Base	128 lnft @ \$1.80	\$ 230.00

Total price tax included: \$4,259.00

Classroom C35:

Carpet Tile	102 sqyds @ \$35.50	\$3,621.00
Demo	102 sqyds @ \$4.00	\$ 408.00
Rubber Base	128lnft @ \$180.00	\$ 230.00

Total price tax included: \$4,259.00

Classroom B22:

Carpet Tile	90 sqyds @ \$35.50	\$3,195.00
Demo	90 sqyds @ \$ 4.00	\$ 360.00
Rubber Base	120 lnft @ \$1.80	\$ 216.00

Total price tax included: \$3,771.00

Classroom B23:

Carpet Tile	90 sqyds @ \$35.50	\$3,195.00
Demo	90 sqyds @ \$ 4.00	\$ 360.00
Rubber Base	120 lnft @ \$1.80	\$ 216.00

Total price tax included: \$3,771.00

2304 Townsgate Rd. Westlake Village CA 91361 | reliablefloorcovering@hotmail.com

805-495-4811 | fax 805-497-4069

lic. 839258 | C-15 | C-54

Serving Southern California Since 1959

RELIABLE FLOOR COVERING, INC.

Classroom B24:

Carpet Tile	90 sqyds @ \$35.50	\$3,195.00
Demo	90 sqyds @ \$4.00	\$ 360.00
Rubber Base	120 nft @ \$1.80	\$ 216.00

Total price tax included: \$3,771.00

Classroom D54:

Carpet Tile	105 sqyds @ \$35.50	\$3,727.00
Demo	105 sqyds @ \$4.00	\$ 420.00
Rubber Base	128 lnft @ \$1.80	\$ 230.00

Total price tax included: \$4,377.00

Classroom C32:

Carpet Tile	90 sqyds @ \$35.50	\$3,195.00
Demo	90 sqyds @ \$4.00	\$ 360.00
Rubber Base	128 lnft @ \$1.80	\$ 230.00
LVT (Shaw style "Solitude to be installed at the existing sheet vinyl area)		\$ 840.00

Total price tax included: \$4,625.00

Admin Bldg:

Scope of Work: Furnish and install Interface Carpet tile style "Cubic" color to be selected in all areas of the Admin Bldg. (Except LVT areas). Furnish and install and install Shaw LVT style "Composed" color to be selected in Teacher's Lounge, all Hallways and entrance area. Furnish and install 6 mil Poly under the LVT. Remove and dispose of existing glue down carpet. Furnish and install Burke 4" rubber base. Furniture to be moved by others.

Carpet Tile	215 sqyds @ \$35.50	\$7,632.00
LVT	1600 sqft @ \$5.95	\$9,520.00
Rubber Base	900 lnft @ \$1.80	\$1,620.00
Demo	380 sqyds @ \$4.00	\$1,520.00

Total price tax included: \$20,292.00

Total Lump Sum Price tax included: All above work \$49,125.00

Sincerely,

Jon Rumkin

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 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 have been made to the District:

Site/Program	Gift/Donor	Gift
Oak Park High School – Rocket Team	AeroVironment	\$10,000

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:

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 19, 2020

**SUBJECT: B.3.a. REVIEW PARENT AND STUDENT DISTANCE LEARNING SURVEY
DATA AND DISCUSS COVID-19 OPERATIONS WRITTEN REPORT**

INFORMATION/DISCUSSION

ISSUE: Review and Discuss Parent and Student Distance Learning Survey Data and Discuss Covid-19 Operations Written Report?

BACKGROUND: The Board will receive survey data completed by parents and students in regard to Oak Park Unified School District's (OPUSD) Distance Learning structure. This feedback, along with the feedback of teachers and staff, will be used to complete the required COVID-19 Operations Written Report, pursuant to the Governor's Executive Order N-56-20. This report is to be adopted by the Board at its June 16, 2020 Budget approval meeting. The Operations Written Report will describe OPUSD's changes to the educational program caused by school closures and distance learning, as well as the ways OPUSD is continuing to provide supervision of students during ordinary school hours.

FISCAL IMPACT: None, Information only

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: MAY 19, 2020
SUBJECT: B.4.a. APPROVE RESOLUTION #2020-11 – ORDERING A REGULAR GOVERNING BOARD MEMBER ELECTION, ORDERING CONSOLIDATION WITH OTHER ELECTIONS, AND CONSTITUTING “SPECIFICATION OF THE ELECTION ORDER” TO BE HELD ON NOVEMBER 3, 2020

ACTION

ISSUE: Shall the Board approve Resolution #2020-11 ordering a Regular Governing Board Member Election, Ordering Consolidation with Other Elections, and Constituting “Specification of the Election Order” to be held on November 3, 2020

BACKGROUND: Pursuant to Elections Code Section 1302(b) and Education Code Section 5340, a consolidated election is required to be held for the governing board members whose terms expire on the second Friday in December. Those board members whose terms expire are Barbara Laifman and Denise Helfstein.

Included in this agenda is a copy of a resolution consolidating the Governing Board Member Elections to be held on Tuesday, November 3, 2020, which needs to be adopted and sent to the Ventura county Office of Education by May 22, 2020. The Ventura County Superintendent of Schools has called a Regular Governing Board Member Election to be held in this District on November 3, 2020. Also included is a copy of the resolution of the County Superintendent of Schools, which consolidates this, governing board member election with all the other elections that are to be held in the county on November 3, 2020.

ALTERNATIVES:

1. Approve Resolution #2020-11 Ordering a Regular Governing Board Member Election, Ordering Consolidated with other Elections, and Constituting “Specifications of the Election Order” to be held on November 3, 2020.
2. Do not approve Resolution #2020-11 Ordering a Regular Governing Board Member Election, Ordering Consolidated with other Elections, and Constituting “Specifications of the Election Order” to be held on November 3, 2020.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

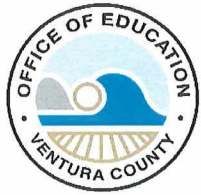
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**Resolution #2020-11 of the Oak Park Unified School District
Ordering a Regular Governing Board Member Election,
Ordering Consolidation with Other Elections, and
Constituting “Specification of the Election Order”
to be held on November 3, 2020**

- WHEREAS,** The Oak Park Unified School District has complied with the requirements of Election Code Section 1302(b); and
- WHEREAS,** The Oak Park Unified School District, pursuant to Election Code Section 1302(b), is required to hold the election of Governing Board Members on the same day upon which the statewide General Election is held; and
- WHEREAS,** Pursuant to Election Code Section 1302(b) and Education Code Section 5302, the Ventura County Superintendent of Schools has called a Regular Governing Board Member Election to be held in this District on November 3, 2020; and
- WHEREAS,** Pursuant to Section 5340 of the Education Code, School District Governing Board Member Elections of two or more districts of any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot; and
- WHEREAS,** Pursuant to Education Code Section 5342, School District elections may be consolidated by the officer conducting the election with elections held by certain other political subdivisions on the same day and in territory which is the same or partially the same, upon receipt of resolutions from two or more political subdivisions whose boundaries are totally or partially the same territory calling elections to be held on the same day; and
- WHEREAS,** Pursuant to Education Code Section 5322, whenever an election is ordered, the Governing Board of the district shall, not less than 123 days prior to the date set for the election, by resolution delivered to the County Superintendent of Schools and the officer conducting the election, specify the date of the election, the purpose of the election, the authority for ordering the election, the authority for the specifications of the election order, and the signature of the officer or the Clerk of the Board by law authorized to make the designations therein contained; and
- WHEREAS,** Pursuant to Education Code Section 5016, the Governing Board shall determine the winner by lot in the event of a tie vote.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED as follows:

1. The election shall be held on Tuesday, November 3, 2020.
2. The purpose of the election is to elect **two regular term vacancies** to the Governing Board of Oak Park Unified School District.
3. The election shall be consolidated with elections held by certain other school districts or other political subdivisions on the same day and in territory which is the same or partially the same.
4. The election will be held and conducted in the manner prescribed in Elections Code Section 10418



**RESOLUTION NO. 20-01 of the
VENTURA COUNTY SUPERINTENDENT OF SCHOOLS**

**CONSOLIDATING THE COMMUNITY COLLEGE DISTRICT,
COUNTY BOARD OF EDUCATION AND
SPECIFIED SCHOOL DISTRICT BOARD MEMBER ELECTIONS
IN VENTURA COUNTY, CALIFORNIA
TO BE HELD ON TUESDAY, NOVEMBER 3, 2020**

- WHEREAS,** Election Code Section 1302(b) requires a Board Member election be held on November 3, 2020, in the Community College District, County Board of Education and specified School Districts in Ventura County, to fill the office of members whose terms expire on the second Friday in December next succeeding the election; and
- WHEREAS,** Education Code Section 5320 provides that any mandatory provisions of the Education Code requiring that an election be held is an “Order of Election”; and
- WHEREAS,** Education Code Section 5302 provides that when an election is ordered, the County Superintendent of Schools shall call the election; and
- WHEREAS,** Education Code Section 5340 specifies that when the Community College District, County Board of Education and School District Board Member elections for two or more districts or any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot; and
- WHEREAS,** Pursuant to Education Code Section 5340, such consolidation of the Community College District, County Board of Education and School District Board Member elections shall be effected by the County Superintendent of Schools having jurisdiction over the elections; and

WHEREAS, The County Superintendent of Schools shall notify the Boards of the Community College, County Board of Education, and specified School Districts in writing at least 130 days prior to the date of the election that a consolidated election is required to be held.

NOW, THEREFORE, Pursuant to Education Code Section 5302, I hereby resolve, call and order Board Member elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be held on November 3, 2020;.

FURTHERMORE, Pursuant to Section 10400, et seq., of the Elections Code and Section 5340 of the Education Code, I order that the elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be consolidated with any other election which may be held on the same date and involving the same territory.

FURTHERMORE, I order that the consolidated elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be held and conducted in the manner prescribed in Elections Code Section 10418.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of March, 2020.



Stanley C. Mantooth
Ventura County Superintendent of Schools

**COMMUNITY COLLEGE DISTRICT, COUNTY BOARD OF
EDUCATION AND SPECIFIED SCHOOL DISTRICT BOARD MEMBER
ELECTIONS TO BE HELD ON TUESDAY, NOVEMBER 3, 2020**

District	Elections
Briggs Elementary	(2) Regular Term Vacancies
Conejo Valley Unified	(2) Regular Term Vacancies Trustee Area #1 Trustee Area #5
Fillmore Unified	(2) Regular Term Vacancies
Hueneme Elementary	(2) Regular Term Vacancies Trustee Area #2 Trustee Area #4
Mesa Union Elementary	(2) Regular Term Vacancies
Moorpark Unified	(3) Regular Term Vacancies Trustee Area #2 Trustee Area #4 Trustee Area # 5
Mupu Elementary	(1) Regular Term Vacancy
Oak Park Unified	(2) Regular Term Vacancies
Ocean View	(2) Regular Term Vacancies
Ojai Unified	(2) Regular Term Vacancies Trustee Area #2 Trustee Area #4
Oxnard Elementary	(2) Regular Term Vacancies Trustee Area #1 Trustee Area #4
Oxnard Union High School	(2) Regular Term Vacancies
Pleasant Valley Elementary	(2) Regular Term Vacancies
Rio Elementary	(2) Regular Term Vacancies
Santa Clara Elementary	(1) Regular Term Vacancies
Santa Paula Unified	(3) Regular Term Vacancies Trustee Area #2 Trustee Area #4 Trustee Area #5
Simi Valley Unified	(3) Regular Term Vacancies Trustee Area # A Trustee Area # B Trustee Area # C
Somis Union Elementary	(2) Regular Term Vacancies
VC Board of Education	(2) Regular Term Vacancies Trustee Area #3 Trustee Area #5
Ventura Unified	(2) Regular Term Vacancies Trustee Area #2 Trustee Area #3
VC Community College District	(2) Regular Term Vacancies Trustee Area #3 Trustee Area #4

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.5.a. APPROVE ADOPTION OF NEW BOARD POLICY 4033 – LACTATION ACCOMMODATION – First Reading

ACTION

ISSUE: Should the Board of Education approve the adoption of New Board Policy 4033 – Lactation Accommodation?

BACKGROUND: New Board Policy 4033 adopted due to NEW LAW (SB 142) which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship. Board Policy 4033 is being submitted for adoption with recommendation from CSBA.

ALTERNATIVES: 1. Approve adoption of New Board Policy 4033 – Lactation Accommodation.
2. Do not approve adoption of New Board Policy 4033 – Lactation Accommodation.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 4000

Personnel

BP 4033(a)

Lactation Accommodation

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

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

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

BP 4033(b)

used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements: (Labor Code 1031; 29 USC 207)

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

(cf. 4144/4244/4344 - Complaints)

Legal Reference:

EDUCATION CODE

200-262.4 Educational equity; prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12926 Definition of sex; breastfeeding

12940 Unlawful discriminatory employment practices

12945 Unlawful discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1034 Lactation accommodation

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

BP 4033(c)

6382 Procedure for listing hazardous substances

CODE OF REGULATIONS, TITLE 2

11035-11051 Unlawful sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Lactation Accommodation for Employers

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS

Frequently Asked Questions- Break Time for Nursing Mothers

Fact Sheet #73: Break Time for Nursing Mothers under the FLSA, rev. April 2018

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards Enforcement:

<http://www.dir.ca.gov/dlse> California Department of Public Health: <http://www.cdph.ca.gov>

California Women, Infants and Children Program: <http://www.wicworks.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Health Resources and Services Administration: <http://www.hrsa.gov>

Office of the Surgeon General: <http://www.surgeongeneral.gov>

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:

<http://www.dol.gov/whd/nursingmothers>

Adopted: 5-19-2020

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
**SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 4116– PROBATIONARY/
PERMANENT STATUS – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 4116 – Probationary/Permanent Status?

BACKGROUND: Board Policy 4116 updated to reflect court decisions clarifying the distinction between probationary employees and temporary employees. Material regarding eligibility for permanent status based on average daily attendance moved from AR to BP, except option for not granting permanent status deleted, as this option was only applicable to districts with less than 250 average daily attendance and the remainder of this policy and regulation is for use only by districts that grant permanent status. Policy also adds material regarding the notification of nonreelection of a probationary employee, formerly in AR 4117.6 - Decision Not to Rehire. Regulation updated to add material regarding the computation of the length of service required for classification as a permanent employee, including types of service excluded from that computation. Board Policy 4116 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 4116 – Probationary/Permanent Status.
2. Do not approve amendment to Board Policy and Administrative Regulation 4116 – Probationary/Permanent Status.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4116(a)

Probationary/Permanent Status

Probationary Status

The Governing Board desires to employ and retain highly qualified certificated personnel to implement the district's educational program. Newly hired certificated personnel shall serve a probationary period during which the Board shall determine their suitability for long-term district employment.

Certificated employees who satisfactorily complete the probationary period shall be granted permanent status.

A probationary employee who has been employed by the district in position(s) requiring certification for two complete consecutive school years and is then reelected for the next succeeding school year shall become a permanent employee at the beginning of the third year. (Education Code 44929.21, 44929.23)

During the probationary period, employees shall receive ~~training~~ professional development and assistance ~~and evaluations consistent with their needs as new teachers. Such training and assistance~~ which may consist of inservice training and/or meetings with the employee's evaluator to discuss areas of strength and areas requiring improvement. Inservice training may be provided during school hours as part of a comprehensive staff development program.

(cf. 4131 - Staff Development)

The performance of each probationary employee shall be evaluated and assessed at least once every school year.

(cf. 4115 - Evaluation/Supervision)

~~(cf. 4131 - Staff Development)~~

Permanent Status

~~Granting of permanent status shall be based on completion of~~
Dismissal/Nonreelection of Probationary Employees

During the school year, a probationary ~~period~~ employee may be suspended or dismissed only for cause and in accordance with ~~applicable law. Employees granted permanent status acquire specific rights under the district procedures.~~ (Education Code, ~~including those relating~~ 44948.3)

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4116(b)

With proper notice, the Board may, without cause, elect not to ~~discipline and dismissal~~ reemploy a probationary employee for the subsequent year. (Education Code ~~44932-44988~~) 44929.21, 44929.23)

(cf. ~~4117.4 - Dismissal~~) 3 - Personnel Reduction)

The Superintendent or designee shall annually provide the Board with recommendations regarding the reelection or nonreelection of probationary certificated personnel for the ensuing school year.

At any time during a probationary employee's first year of employment in the district, the Board may give written notice to the employee of the Board's decision not to reelect the employee for a second school year. If the Board does not give written notice, the employee shall be deemed reelected for the next succeeding school year.

During the final year of the probationary period, the Board may decide not to reelect the employee for the following year, and shall so notify the employee in writing on or before March 15. If the Board does not give written notice on or before March 15, the employee shall be deemed reelected for the next succeeding school year. (Education Code 44929.21, 44948.5)

(cf. ~~4117.6 - Decision Not to Rehire~~ 4112.9/4212.9/4312.9 - Employee Notifications)

Such notices shall be delivered through personal service upon the employee, certified mail with return receipt, email, or another method which documents actual receipt of the notice by the employee.

Legal Reference:

EDUCATION CODE

44466 Status of university interns

44850.1 No tenure in administrative or supervisory position

44885.5 Status of district interns-

44908 Complete year for probationary employees

~~44911~~ 44909 Classification of certificated employees in categorically funded projects

44910-44913 Service not computed in eligibility for permanent status

44915 Classification of probationary employees

44917-44921 Status of substitute or temporary employees

44929.20 Continuing contracts (not to exceed four years - ADA under 250)

44929.21 Districts of 250 ADA or more

44929.23 Districts with less than 250 ADA

44929.28 Employment by another district

44930-44988 Resignations, dismissals and leaves of absence, especially:

44948.2 Election to use provisions of Section 44948.3

44948.3 Dismissal of probationary employees

44948.5 Nonreelection procedures, districts under 250 ADA

44949 Cause, notice and right to hearing required for dismissal of probationary employee

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4116(c)

44955 Reduction in number of permanent employees

COURT DECISIONS

Grace v. Beaumont Unified School District (2013) 216 Cal. App. 4th 1325

Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 203 Cal. App. 4th 1552

Sullivan v. Centinela Valley Union High School District (2011) 194 Cal. App. 4th 69

California Teachers Assn. v. Vallejo City Unified School District (2007) 149 Cal. App. 4th 135, 146

Hoschler v. Sacramento City Unified School District (2007) 149 Cal. App. 4th 258

Bakersfield Elementary Teachers Assn. v. Bakersfield City School District (2006) 145 Cal. App. 4th 1260, 1280

Fischer v. Los Angeles Unified School District (1999) 70 Cal.App.4th 87

Bellflower Education Assn. v. Bellflower Unified School District (1991) 228 Cal.App.3d 805

Fontana Teachers Assn. v. Fontana Unified School District (1988) 201 Cal.App.3d 1517

Grimsley v. Board of Trustees (1987) 189 Cal.App.3d 1440

Adopted: 11-17-82

Amended: 3-6-84, 7-24-90, 1-5-99, 9-17-02, 5-19-20

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4116(a)

Probationary/Permanent Status

Eligibility for Permanent Status

A probationary ~~employee~~ ~~teacher~~ who, in any one school year, has served for at least 75 percent of the number of days maintained by regular district schools ~~been employed by the district in a position or positions requiring certification for two complete consecutive school years and is then rehired for the next succeeding school year~~ shall be deemed to have served a complete school year ~~come a permanent employee at the beginning of the third year.~~ (Education Code 44908~~29.21~~)

The following shall not be included for purposes of computing the service required as a prerequisite to classification as a permanent employee:

1. Service as an instructor in classes conducted at regional occupational centers or programs (Education Code 44910)
2. Service under a provisional credential other than a one-year emergency credential (Education Code 44911)
3. Service only as a teacher of basic military drill in high school cadet companies (Education Code 44912)
4. Employment in summer school (Education Code 44913)

Permanency Achieved in Other Districts

A person who has achieved permanent status as a certificated employee in another school district may be employed by the Governing Board as a permanent certificated employee. (Education Code 44929.28)

Interns

A person employed as a district or university intern shall be classified as a probationary employee. Following completion of the internship, if reelected by the district to serve in a position requiring certification qualifications for the next succeeding school year, the employee shall continue to be classified as a probationary employee during that year. (Education Code 44466, 44885.5)

(cf. 4112.21 - Interns)

An employee who has completed an internship and at least one complete school year in a

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4116(b)

position requiring certification qualifications within the district shall be granted permanent status when the employee is reelected for the next succeeding school year to a position requiring certification qualifications. (Education Code 44466, 44885.5)

~~(cf. 4115—Evaluation/Supervision)~~

~~(cf. 4117.4—Dismissal)~~

~~(cf. 4117.6—Decision Not to Rehire)~~

~~(cf. 4121—Temporary/Substitute Personnel)~~

Adopted: 1-5-99

Amended: 9-17-02, 5-19-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.5.c. APPROVE DELETION OF ADMINISTRATIVE REGULATION 4117.6
DECISION NOT TO REHIRE – First Reading

ACTION

ISSUE: Should the Board of Education approve the deletion of Administrative Regulation 4117.6 – Decision Not to Rehire?

BACKGROUND: Administrative regulation 4117.6 deleted and concepts moved to BP 4116 - Probationary/Permanent Status. Administrative Regulation 4117.6 is being submitted for deletion as recommended by CSBA.

ALTERNATIVES:

1. Approve deletion of Administrative Regulation 4117.6 – Decision Not to Rehire.
2. Do not approve deletion of Administrative Regulation 4117.6 – Decision Not to Rehire.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

~~OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION~~

~~Series 4000~~

~~Personnel~~

~~AR 4117.6~~

Decision Not To Rehire

~~The Superintendent or designee shall provide the Governing Board with his/her recommendations regarding the rehiring of probationary employees.~~

~~The Board may decide not to rehire a probationary employee for a second year and give written notice of its decision to the employee at any time during his/her first year of employment. If the Board does not give written notice, the employee shall be deemed reelected for the next succeeding school year.~~

~~The Board may decide not to rehire a probationary employee for a third year and give written notice to the employee on or before March 15 of his/her second complete consecutive school year of employment. If the Board does not give written notice on or before March 15, the employee shall be deemed reelected for the next succeeding school year. (Education Code 44929.21, 44929.23)~~

~~(cf. 4112.21—District Interns)~~

~~(cf. 4116—Probationary/Permanent Status)~~

~~(cf. 4117.3—Personnel Reduction)~~

Legal Reference:

EDUCATION CODE

~~44929.21—Districts with 250 ADA or more; notice of reelection decision~~

~~44929.23—Districts with daily attendance less than 250~~

~~44948.2—Election to use provisions of Education Code 44948.3~~

~~44948.3—Dismissal of probationary employees (over 250 ADA)~~

~~44949—Cause, notice and right to hearing required for dismissal of probationary employee~~

~~44955—Reduction in number of permanent employees~~

COURT DECISIONS

~~Fischer v. Los Angeles Unified School District (1999) 70 Cal.app.4th 87~~

~~Bellflower Education Assn. v. Bellflower Unified School District 228 Cal. App. 3d 805; 279 Cal. Rptr. 179 (March 1991)~~

~~Fontana Teachers Assn. v. Fontana Unified School District 201 Cal. app. 3d 1517; 247 Cal. Rptr. 761 (May 1988)~~

~~Grimsley v. Board of Trustees 189 Cal. App. 3d 1440; 235 Cal. Rptr. 85 (March 1987)~~

~~Amended: 9-17-02, 7-04~~

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY 4119.22/4219.22/4319.22 DRESS AND GROOMING – First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 4119.22/4219.22/4319.22 Dress and Grooming?

BACKGROUND: Board Policy 4119.22/4219.22/4319.22 updated to reflect NEW LAW (SB 188) which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists. Board Policy 4119.22/4219.22/4319.22 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 4119.22/4219.22/4319.22 Dress and Grooming.
2. Do not approve amendment to Board Policy 4119.22/4219.22/4319.22 Dress and Grooming.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.22, 4219.22, 4319.22(a)

Dress and Grooming

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 – Political Activities of Employees)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

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

(cf. 4030 - Nondiscrimination in Employment)

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

~~In addition,~~ The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

3543.2 Scope of representation

12926 Definitions

12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.22, 4219.22, 4319.22(b)

Domick v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 838~~56~~

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

Transgender Rights in the Workplace

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Public Employment Relations Board: <http://www.perb.ca.gov>

Adopted: 7-23-85

Amended: 1-29-92, 9-17-02, 11-16-04, 10-15-19, 5-19-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY 4216 PROBATIONARY/
PERMANENT STATUS – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 4216 Probationary/Permanent Status?

BACKGROUND: Board Policy 4216 updated to reflect NEW LAW (AB 1353) which shortens the length of the probationary period in non-merit system districts from one year to either six months or 130 days of paid service, whichever is longer, for consistency with districts incorporating the merit system. Policy also revised to clarify that employees may be dismissed during the probationary period without cause. Board Policy 4216 is being submitted with recommended language from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy 4216 Probationary/Permanent Status.
2. Do not approve amendment to Board Policy 4216 Probationary/Permanent Status.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4216(a)

Probationary/Permanent Status

~~Employees newly hired for regular positions in t~~ The Governing Board desires to employ and retain highly qualified classified personnel to support the district's educational program and operations. Newly hired classified employees shall serve a probationary period during which the Board shall determine their suitability for long-term district employment.

A probationary employee who has been employed by the district for six months or 130 days of paid service, whichever is longer, shall be ~~considered probationary employees until they have satisfactorily completed six months of probationary service. Upon satisfactorily completing this period, they shall become~~classified as a permanent ~~classified~~employees of the district. (Education Code 45113, 45301)

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

(cf. 4215 - Evaluation/Supervision)

The ~~Superintendent or designee~~district may, without cause, dismiss ~~an~~a new employee during the ~~initial~~ probationary period.

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

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed ~~six months of service in that position~~the probationary period.

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which ~~he/she~~the employee was promoted. (Education Code 45113)

This policy shall be made available to classified employees and the public. (Education Code 45113)

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

Legal Reference:

EDUCATION CODE

45113 Rules and regulations for classified service in districts not incorporating the merit system
45240-45320 Merit system

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4216(b)

Management Resources:

WEB SITES

California School Employees Association: <http://www.csea.org>

Adopted: 7-23-85

Amended: 1-21-92, 9-17-02, 4-20-04, 5-19-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 19, 2020
SUBJECT: VII.1. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of April 31st of the 2019-20 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This cash flow utilizes the second interim data but is updated with post COVID-19 assumptions.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

Prepared by: Byron Jones, Director, Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Oak Park Unified 56-73874-0000000	Cashflow Report Copy of 2019-20 2nd Interim MYP - COVID 19 assumptions Base Year 2019-20; Actuals Through the Month of April	Fund 01
---	---	---------

	Object Range	Budget/Beg. Balance	2019 July	August	September	October	November	December	2020 January	Feburary
A. BEGINNING CASH		2,842,457	2,842,457	8,550,388	5,184,554	5,343,562	3,313,783	3,049,306	9,750,021	4,570,930
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	27,469,010	1,021,475	1,021,475	3,672,956	1,838,654	1,838,654	3,672,957	1,838,654	1,778,489
Property Taxes	8020-8079	11,933,223	83,032	247	—	31,794	402,449	6,377,656	147,132	69,455
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,194,477	23,639	—	—	3,107	—	—	(17,181)	—
Other State Revenue	8300-8599	1,531,903	9,629	104,031	250,955	(297,473)	196,295	299,652	—	6,903
Other Local Revenue	8600-8799	4,933,270	279,040	405,411	358,489	499,343	406,173	391,115	352,235	494,813
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		47,061,883	1,416,815	1,531,164	4,282,400	2,075,424	2,843,571	10,741,380	2,320,840	2,349,660
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,747,949	332,820	2,133,273	2,163,652	2,227,431	2,220,902	2,202,547	2,206,709	2,226,165
Classified Salaries	2000-2999	7,329,471	231,055	685,645	654,385	670,388	656,009	646,633	653,508	670,747
Employee Benefits	3000-3999	10,712,585	103,031	1,021,131	1,036,724	1,034,949	1,040,039	1,040,715	1,099,972	969,419
Books and Supplies	4000-4999	1,311,762	52,608	586,061	239,703	60,253	50,218	48,967	44,393	43,019
Services	5000-5999	4,381,184	128,464	808,025	281,514	596,542	205,777	226,093	98,320	287,644
Capital Outlay	6000-6999	122,990	—	—	93,708	31,373	7,613	5,206	(14,910)	—
Other Outgo	7000-7499	483,960	55,729	17,150	18,664	66,470	34,910	98,067	4,737	(190,089)
Interfund Transfers Out	7600-7629	344,986	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		47,434,887	903,706	5,251,284	4,488,350	4,687,407	4,215,468	4,268,229	4,092,728	4,006,905
E. NET INCREASE/DECREASE (B - C + D)		(373,004)	5,707,930	(3,365,833)	159,008	(2,029,778)	(264,477)	6,700,715	(5,179,091)	(1,713,991)
F. ENDING CASH (A + E)			8,550,388	5,184,554	5,343,562	3,313,783	3,049,306	9,750,021	4,570,930	2,856,939
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified 56-73874-0000000	Cashflow Report						Fund 01	
	Copy of 2019-20 2nd Interim MYP - COVID 19 assumptions							
	Base Year 2019-20; Actuals Through the Month of April							

		Object Range	Budget/Beg. Balance	2020 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH			2,842,457	2,856,939	3,129,463	1,724,201	(287,485)	—	—	—	—
B. RECEIPTS											
LCFF Sources											
	Principal Apportionment	8010-8019	27,469,010	3,723,768	1,778,489	1,778,489	3,504,951	—	—	27,469,011	(1)
	Property Taxes	8020-8079	11,933,223	50,847	4,591,610	25,060	153,942	—	—	11,933,223	—
	Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
	Federal Revenue	8100-8299	1,194,477	108,330	14,167	—	93,506	968,909	—	1,194,477	(0)
	Other State Revenue	8300-8599	1,531,903	225,556	131,023	—	389,891	215,442	—	1,531,904	(1)
	Other Local Revenue	8600-8799	4,933,270	370,080	199,758	458,826	367,782	24,472	—	4,607,537	325,733
	Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
	All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS			47,061,883	4,478,580	6,715,047	2,262,376	4,510,073	1,208,823	—	46,736,152	325,731
C. DISBURSEMENTS											
	Certificated Salaries	1000-1999	22,747,949	2,221,722	2,197,778	2,156,592	217,255	—	—	22,506,846	241,103
	Classified Salaries	2000-2999	7,329,471	692,245	656,908	647,043	382,609	—	—	7,247,175	82,296
	Employee Benefits	3000-3999	10,712,585	1,034,093	1,027,582	1,015,356	127,133	—	—	10,550,141	162,444
	Books and Supplies	4000-4999	1,311,762	36,221	12,606	56,400	8,008	—	—	1,238,458	73,304
	Services	5000-5999	4,381,184	185,174	296,813	259,788	715,071	—	—	4,089,224	291,960
	Capital Outlay	6000-6999	122,990	—	—	—	—	—	—	122,990	(0)
	Other Outgo	7000-7499	483,960	94,387	3,041	18,938	261,957	—	—	483,960	—
	Interfund Transfers Out	7600-7629	344,986	50,000	14,277	119,946	160,720	—	—	344,943	43
	All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS			47,434,887	4,313,842	4,209,006	4,274,062	1,872,753	—	—	46,583,738	851,149
E. NET INCREASE/DECREASE (B - C + D)			(373,004)	272,523	(1,405,262)	(2,011,687)	2,564,399	1,208,823	—	643,279	
F. ENDING CASH (A + E)				3,129,463	1,724,201	(287,485)	2,276,914	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										3,485,736	

<div>Oak Park Unified</div> <div>56-73874-0000000</div>	<div>Cashflow Report</div> <div>Copy of 2019-20 2nd Interim MYP - COVID 19 assumptions</div> <div>Base Year 2019-20; Actuals Through the Month of April</div>	<div>Fund 01</div>
---	---	--------------------

	Object Range	Budget/Beg. Balance	2019 July	August	September	October	November	December	2020 January	Feburary	
D. BALANCE SHEET ITEMS											
Assets and Deferred Outflows											
Cash Not in Treasury	9111-9199	0	—	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	0	111,346	23,216	54,645	383,258	796,611	(5,607)	24,127	—	
Due From Other Funds	9310	0	—	—	16,520	—	—	—	—	—	
Stores	9320	0	—	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	0	261	—	—	—	—	—	—	—	
Other Current Assets	9340	0	—	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—	
SUBTOTAL		0	111,607	23,216	71,165	383,258	796,611	(5,607)	24,127	—	
Liabilities and Deferred Inflows											
Accounts Payable	9500-9599	0	2,141,786	(331,070)	(301,108)	(198,946)	(310,809)	(233,171)	(184,870)	56,746	
Due To Other Funds	9610	0	—	—	7,316	—	—	—	—	—	
Current Loans	9640	0	(7,225,000)	—	—	—	—	—	3,612,500	—	
Unearned Revenues	9650	0	—	—	—	—	—	—	3,699	—	
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—	
SUBTOTAL		0	(5,083,214)	(331,070)	(293,792)	(198,946)	(310,809)	(233,171)	3,431,329	56,746	
Nonoperating											
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS			0	5,194,821	354,287	364,957	582,204	1,107,420	227,564	(3,407,203)	(56,746)
E. NET INCREASE/DECREASE (B - C + D)			(373,004)	5,707,930	(3,365,833)	159,008	(2,029,778)	(264,477)	6,700,715	(5,179,091)	(1,713,991)
F. ENDING CASH (A + E)				8,550,388	5,184,554	5,343,562	3,313,783	3,049,306	9,750,021	4,570,930	2,856,939
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS											

Oak Park Unified
56-73874-0000000

Cashflow Report
Copy of 2019-20 2nd Interim MYP - COVID 19 assumptions
Base Year 2019-20; Actuals Through the Month of April

Fund 01

	Object Range	Budget/Beg. Balance	2020 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	0	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	0	—	—	—	—	—	—	1,387,595	
Due From Other Funds	9310	0	—	—	—	—	—	—	16,520	
Stores	9320	0	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	0	—	—	—	—	—	—	261	
Other Current Assets	9340	0	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	
SUBTOTAL		0	—	—	—	—	—	—	1,404,376	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	0	(107,785)	298,803	—	52,170	—	—	881,745	
Due To Other Funds	9610	0	—	—	—	—	—	—	7,316	
Current Loans	9640	0	—	3,612,500	—	—	—	—	—	
Unearned Revenues	9650	0	—	—	—	20,752	—	—	24,451	
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	
SUBTOTAL		0	(107,785)	3,911,303	—	72,921	—	—	913,512	
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS		0	107,785	(3,911,303)	—	(72,921)	—	—	490,864	
E. NET INCREASE/DECREASE (B - C + D)										
		(373,004)	272,523	(1,405,262)	(2,011,687)	2,564,399	1,208,823	—	643,279	
F. ENDING CASH (A + E)										
			3,129,463	1,724,201	(287,485)	2,276,914	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
									3,485,736	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 19, 2020

SUBJECT: VII.2. MONTHLY MEASURE S BOND PROJECT STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through May 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,

Anthony W. Knight, Ed.D.
Superintendent



Consolidated Budget Status Report
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management					-		-			
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Salaries (3)	1,000,000	281,190	-	1,281,190	1,086,563	194,627	849,435	237,128	Future	
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su	251,000	-	-	251,000	194,421	56,579	193,817	604	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty (1) (3) (4)	462,811	-	-	462,811	357,443	105,368	357,443	-	In Construction	IN PROGRESS
	1,959,792	310,590	-	2,270,382	1,912,988	357,395	1,657,807	255,180		
Brookside Elementary School					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,364	104,892	1,285,364	-	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	-	11,200	-	Complete	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
	5,100,817	46,313	-	5,147,129	1,720,407	3,426,722	1,720,407	-		
District Office					-		-			
19-17S District Office Emergency Generator	65,625	-	-	65,625	22,640	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	78,041	-	-	78,041	35,056	42,985	25,806	9,250		
District Wide					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	-	270,374	103,812	166,562	72,445	31,367	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	196,266	(223)	Future	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
	8,203,902	46,719	-	8,250,621	8,080,102	170,519	8,048,957	31,144		
King James Court					-		-			
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	15,700	-	-	15,700	15,700	-	15,700	-		
Medea Creek Middle School					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (3) (4)	4,964,569	528,254	-	5,492,823	4,663,033	829,790	1,594,573	3,068,460	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	



Consolidated Budget Status Report
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
	7,345,698	626,853	-	7,972,551	7,214,580	757,971	4,126,517	3,088,063		
Oak Hills Elementary School					-		-			
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	11,732	-	11,732	-	Complete	
20-03S Innovation Lab OHES (1)	6,065	-	-	6,065	5,375	690	4,913	462	Future	
	777,674	53,440	54,800	885,914	611,692	274,222	611,056	636		
Oak Park High School					-		-			
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-19S Art Court Phase II (1) (3) (4)	280,608	-	-	280,608	176,337	104,271	117,699	58,638	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	-	20,052	-	Future	
	1,532,083	(211,302)	-	1,320,781	1,141,829	178,953	1,083,191	58,638		
Oak Park Neighborhood School					-		-			
19-08S OPNS Arch Svcs for DSA Certific (2) (3)	189,285	-	274,054	463,339	30,453	432,886	30,453	-	In Close-Out	
	189,285	-	274,054	463,339	30,453	432,886	30,453	-		
Oak View High School					-		-			
19-26S Reno Bldg Ext at OVHS	175,000	-	-	175,000	142,100	32,900	5,320	136,780	Future	
	175,000	-	-	175,000	142,100	32,900	5,320	136,780		
Red Oak Elementary School					-		-			
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (4)	6,564,170	24,400	-	6,588,570	597,213	5,991,356	428,590	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	
	6,841,732	1,379	-	6,843,111	845,496	5,997,614	676,873	168,623		
TECH					-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	-	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	-	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	(794)	-	17,206	17,206	-	17,206	-	Complete	Project complete



Consolidated Budget Status Report
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-30S MCMS Library Computer Lab Refresh	47,000	-	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	-	31,500	26,882	4,618	26,882	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	-	18,981	18,981	-	18,981	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	-	6,000	5,148	852	5,148	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	-	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgm Grds 5-12	670,000	121,266	-	791,266	762,556	28,709	669,293	93,263	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2	243,400	7,935	-	251,335	251,335	(0)	251,335	-	Complete	BOARD APPROVED 6-4-19
19-24S Additional Security Cameras DW Phase 4	38,029	-	-	38,029	38,029	-	38,029	-	In Close-Out	
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	-	-	20,451	20,451	-	8,576	11,875	Future	
20-02S Interactive Flat Panel Displays for Element	15,000	-	-	15,000	-	15,000	-	-	Future	
	2,375,811	195,074	-	2,570,885	2,325,995	244,890	2,199,565	126,430		
Totals	34,595,535	1,069,065	328,854	35,993,454	24,076,397	11,917,057	20,201,653	3,874,744		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 19, 2020

SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's General Fund operating budget through April 31st of the 2019-20 fiscal year?

BACKGROUND: In order to better monitor and manage its General Fund operating budget, the District set as a goal establishing a system to provide monthly progress reporting to Board of operating costs for large categories of budget expenditures. In meeting that goal, the Business Office has produced monthly budget reports from the District's financial system to serve as another tool to assist the both the Administration and Board in closely analyzing and managing the District's General Fund operating budget.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

Prepared by: Byron Jones, Director, Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01 Fiscal Year 2019/20 Through April 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	27,574,960.00	22,185,571.00	5,389,389.00	80.46%
8020-8079	Property Taxes	11,617,675.00	11,824,767.00	11,754,220.84	70,546.16	99.40%
	Total LCFF Revenue Sources	39,969,841.00	39,399,727.00	33,939,791.84	5,459,935.16	86.14%
Federal Revenues						
8100-8299	Federal Revenues	1,100,171.00	1,123,539.00	132,061.81	991,477.19	11.75%
Other State Revenues						
8300-8599	Other State Revenues	1,170,234.00	1,454,946.00	926,570.98	528,375.02	63.68%
Other Local Revenue						
8600-8799	Other Local Revenues	4,019,911.00	4,995,038.00	3,756,456.09	1,238,581.91	75.20%
	Total Year To Date Revenues	46,260,157.00	46,973,250.00	38,754,880.72	8,218,369.28	82.50%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Rec'd
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	18,011,460.00	18,156,553.00	1,751,422.39	16,272,629.15	132,501.46	89.62%
1160	Certificated Salaries Stipends	396,182.00	477,593.00	69,550.42	314,778.88	93,263.70	65.91%
1200	Certificated Pupil Support Salaries	1,826,848.00	1,826,969.00	181,491.43	1,644,290.53	1,187.04	90.00%
1260	Counselor Stipend	.00	15,100.00	2,300.00	12,800.00	.00	84.77%
1300	Certificated Supervisors' & Administrators' Salaries	2,226,056.00	2,271,734.00	370,825.82	1,888,500.16	12,408.02	83.13%
	Total Certificated Salaries	22,460,546.00	22,747,949.00	2,375,590.06	20,132,998.72	239,360.22	88.50%
Classified Salaries							
2100	Classified Instructional Salaries	2,695,017.00	2,723,024.00	265,667.72	2,322,266.07	135,090.21	85.28%
2200	Classified Support Salaries	1,699,399.00	1,718,278.00	241,717.84	1,478,877.42	2,317.26-	86.07%
2300	Classified Supervisors' & Administrators' Salaries	430,093.00	386,109.00	55,590.12	330,519.11	.23-	85.60%
2400	Clerical, Technical, & Office Staff Salaries	1,928,427.00	1,888,413.00	288,112.34	1,538,213.15	62,087.51	81.46%
2900	Other Classified Salaries	543,820.00	613,647.00	60,372.01	547,648.04	5,626.95	89.24%
	Total Classified Salaries	7,296,756.00	7,329,471.00	911,460.03	6,217,523.79	200,487.18	84.83%
Employee Benefits							
3100	State Teachers' Retirement System	3,679,833.00	3,839,313.00	407,611.48	3,384,465.84	47,235.68	88.15%
3200	Public Employees' Retirement System	1,110,970.00	1,010,663.00	136,511.26	837,746.16	36,405.58	82.89%
3400	Health & Welfare Benefits	4,470,925.00	4,562,875.00	445,255.72	4,088,144.34	29,474.94	89.60%
3300-3900	All Other Statutory Costs	1,357,637.00	1,299,734.00	144,120.11	1,097,296.58	58,317.31	84.42%
	Total Employee Benefits	10,619,365.00	10,712,585.00	1,133,498.57	9,407,652.92	171,433.51	87.82%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	377,429.00	338,805.00	2,553.41	254,819.04	81,432.55	75.21%
4200	Other Books and Reference Material	22,883.00	93,075.00	11,415.46	64,023.63	17,635.91	68.79%
4300	Materials & Supplies	658,012.00	707,299.00	177,654.08	408,451.84	121,193.08	57.75%
4400	Noncapitalized Equipment	270,510.00	172,583.00	649.64	446,755.45	274,822.09-	258.86%
	Total Books and Supplies	1,328,834.00	1,311,762.00	192,272.59	1,174,049.96	54,560.55-	89.50%
Services and Other Operating Expenditures							
5200	Travel and Conference	126,231.00	207,029.00	26,319.24	123,187.08	57,522.68	59.50%
5300	Dues and Memberships	39,625.00	43,392.00	232.77	39,819.61	3,339.62	91.77%
5400	Insurance	266,842.00	403,653.00	.00	403,653.00	.00	100.00%

5500	Operations & Housekeeping Services	724,411.00	702,625.00	208,757.71	418,520.33	75,346.96	59.57%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	423,873.00	430,139.00	59,173.25	357,229.41	13,736.34	83.05%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,888,315.00	2,268,482.00	377,268.64	1,572,980.31	318,233.05	69.34%
5899	Legal Fees	192,346.00	192,346.00	107,688.00	103,374.95	18,716.95-	53.74%
5900	Telephone and Communications	121,669.00	133,518.00	17,180.49	95,599.99	20,737.52	71.60%
Total Services and Other Operating Expenditures		3,783,312.00	4,381,184.00	796,620.10	3,114,364.68	470,199.22	71.09%
Capital Outlay							
6000	Capital Outlay	310,542.00	122,990.00	.00	122,990.07	.07-	100.00%
Tuition							
7100	Tuition	367,703.00	406,357.00	.00	145,585.00	260,772.00	35.83%
Debt Service							
7438	Debt Service - Interest	18,373.00	18,373.00	3,660.93	10,982.76	3,729.31	59.78%
7439	Debt Service - Principal	59,230.00	59,230.00	10,856.89	46,497.59	1,875.52	78.50%
Total Debt Service		77,603.00	77,603.00	14,517.82	57,480.35	5,604.83	74.07%
Total Year To Date Expenditures		46,244,661.00	47,089,901.00	5,423,959.17	40,372,645.49	1,293,296.34	85.74%

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Rec'd
OTHER FINANCING USES									
Interfund Transfers Out									
7611	From General to Child Development Fund	.00	.00	.00	.00	.00	.00	.00	0.00%
7612	Transfer General Fund to/from Special Reserve Fund	54,914.00	54,914.00	.00	.00	.00	.00	54,914.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	50,000.00	.00	.00	64,277.26	14,277.26-		128.55%
Total Interfund Transfers Out		104,914.00	104,914.00	.00	.00	64,277.26	40,636.74		61.27%
Total Year To Date Other Financing Uses		104,914.00	104,914.00	.00	.00	64,277.26	40,636.74		61.27%

		Budget		Actuals To Date			
Object	Description	Adopted	Revised	Encumbrance	Actual	Budget Balance	% Rec'd
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	46,260,157.00	46,973,250.00		38,754,880.72	8,218,369.28	82.50%
	B. Expenditures	46,244,661.00	47,089,901.00	5,423,959.17	40,372,645.49	1,293,296.34	85.74%
	C. Subtotal (Revenues LESS Expense)	15,496.00	116,651.00-		1,617,764.77-	6,925,072.94	
	D. Other Financing Sources & Uses						
	Source						
	LESS Uses	104,914.00	104,914.00		64,277.26	40,636.74	61.27%
	E. Net Change in Fund Balance	89,418.00-	221,565.00-		1,682,042.03-	6,884,436.20	
	F. Fund Balance						
	Beginning Balance (9791)	878,078.00	671,661.00		671,661.36		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	878,078.00	671,661.00		671,661.36		
	G. Calculated Ending Balance	788,660.00	450,096.00		1,010,380.67-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	788,660.00	450,096.00				
	Other				5,423,959.17		