

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #983

DATE: September 17, 2019

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

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

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

**BOARD OF EDUCATION**

**Denise Helfstein, President**

**Barbara Laifman, Vice President**

**Allen Rosen, Clerk**

**Drew Hazelton, Member**

**Derek Ross, Member**

**Anna Stephens, Student Board Member**



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

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

**Ragini Aggarwal, Executive Assistant**

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

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

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

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

**Susan Roberts, Director, Pupil Services**

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

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

**COPY OF ENTIRE AGENDA ON WEB SITE**

[www.opusd.org](http://www.opusd.org)

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

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

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

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

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

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

**NEXT REGULAR MEETING**

**Tuesday, October 15, 2019**

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

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

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

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #983  
September 17, 2019**

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

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

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

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

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

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

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

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**B. PUBLIC EMPLOYEE EMPLOYMENT:** Campus Supervisor Sub, Campus Supervisor, Health Tech Sub, Instructional Assistant I – Literacy and Numeracy, Instructional Assistant Computer Lab., Walk-on-Coach, Guest Teachers, Interim Assistant Principal/Dean – Medea Creek Middle School

**C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**

Student v. Oak Park Unified School District  
Government Code sections 54956.9(d)(1)

**D. CONFERENCE WITH LABOR NEGOTIATOR**

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

**IV. CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

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

## VI. OPEN COMMUNICATIONS/PRESENTATIONS

### A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Introduction and Report from Student Board Member
3. Remarks from Superintendent
4. Report from Oak Park Education Foundation
5. Report from Oak Park Municipal Advisory Council
6. Discussion on Parent Opt-out Option Related to the K-5 Counselor Lessons on Gender Diversity
7. Report on the 1:1 Chromebook Program

### 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 August 20, 2019 and Special Board Meeting – September 5, 2019](#)

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

b. [Public Employee/Employment Changes 01CL242325-01CL24343 & 01CE09631-01CE09660](#)

*Board approval required for public employee employment and changes*

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

*Board Policy 3300 requires Board approval of Purchase Orders*

d. [Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp October 23-25, 2019](#)

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

e. [Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina – October 28 – 30, 2019](#)

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

f. [Approve Overnight Trip for Medea Creek Middle School 6<sup>th</sup> Grade to Pali Institute– November 20 – 22, 2019](#)

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

g. [Approve Overnight Trip for Oak Park High School Girls Basketball Team Building Event – OPHS, Gym – November 1-2, 2019](#)

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

h. [Approve Overnight Trip for Oak Park High School Fall Sports Teams who Qualify for CIF Playoffs](#)

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

i. [Approve Overnight Trip for Oak Park High School Girls Basketball Team – Indio, CA – January 2-4, 2020](#)

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

j. [Approve Out of State Travel for Certificated Employee to Attend the International Literacy Association Conference, New Orleans, LA – October 9-12, 2019](#)

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

- k. [Approve Out of State Travel for Certificated Employee to Attend the National Alternative Education Association Conference, Tampa, FL – October 28-30, 2019](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- l. [Approve Out of State Travel for Certificated Employee to Attend the National Council of Teachers of English, Baltimore, MD – November 21-24, 2019](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- m. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)  
*Board approval is required to dispose of obsolete or surplus instructional materials*
- n. [Approve Contract for Non-Public School and Residential Placement and Services for Special Education Student #01-19/20](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- o. [Approve Resolution #19-19, Establishing the GANN Appropriation Limit for Fiscal Years 2018-2019 and 2019-2020](#)  
*Constitutional requirement for Board approval establishing appropriations limit*
- p. [Approve Change Order #1, Measure S Project 19-19S Art Court Phase 2 Fencing at OPHS with Fence Factory](#)  
*Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4*
- q. [Approve Notice of Completion, Project 19-10S Collaborative Furniture](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- r. [Approve Notice of Completion for Measure S Project 19-13S Safety/Security Fencing at Oak Hills Elementary School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- s. [Approve Notice of Completion for Measure S Project 19-22S King James Court Debris Clearance](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- t. [Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minneapolis, MN – November 14-19, 2019](#)  
*Board Policy 3350 requires Board approval for employee out of state travel*

## **ACTION**

### **2. BUSINESS SERVICES**

- a. [Approve District of Choice Reporting Requirement](#)  
*Board Approval required for District of Choice Reporting Requirements Program*
- b. [Approve Unaudited Actual Revenues And Expenditures Report for Fiscal Year 2018-19](#)  
*Board is asked to review Unaudited Actual Revenues and Expenditures*
- c. [Approve Adjusted Resource Allocations and Forecasting to 2019-20 General Fund Operating Budget](#)  
*Board will discuss adjustments and resource allocations 2019-20 General Fund Budget*
- d. [Approve Spending Plan for 2019-20 Education Protection Account Funds](#)  
*Proposition 30 requires Board approval for spending plan for Education Protection Account Funds*
- e. [Approve Acceptance of Donations](#)  
*Board Policy 3290 requires Board approval for donations to the District or District Schools*

f. **Approve and Authorize Measure S Project 18-21S Classroom Replacement (6) at Medea Creek Middle School**

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

g. **Approve Consultant Agreement for Elementary and Middle School Garden Program**

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

**3. CURRICULUM AND INSTRUCTION**

a. **Public Hearing and Approval of Resolution #19-20, Regarding Sufficiency of Textbooks and Instructional Materials for 2019-2020**

*Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding for mandated costs*

**4. HUMAN RESOURCES**

a. **Approve Annual Teacher Assignment Report**

*Under provisions of SB 435, Board approval required for Annual Teacher Assignment Report*

**5. BOARD POLICIES**

a. **Approve Amendment to Board Policy – BP 1112 Media Relations – First Reading**

*Board Policy updated to expand the section on "Crisis Communications Plan" to apply to natural disasters, involve district technology personnel in the development of the plan, and expand the contents of the plan. Policy also updated to encourage the establishment of priorities and key messages for proactive communications with the media, clarify that media representatives can be required to register before coming on campus only if the district has adopted a policy requiring all visitors to register, and clarify that the only student directory information that may be released to the media is that information designated by the district in AR 5125.1 - Release of Directory Information*

b. **Approve Amendment to Board Policy BP 3510 Green Schools Operations – First Reading**

*Board Policy expands best practices for environmental accountability in district programs and operations, including involvement of staff at all levels, use of least toxic pest management practices, compliance with green building standards in any new construction, acquisition of reduced or zero emission school buses, limitation of unnecessary idling of school buses or personal vehicles, implementation of green practices in the district's food services program, and use of green school activities as tools for student learning.*

c. **Approve Amendment to Board Policy and Administrative Regulation - BP/AR 4030 Nondiscrimination in Employment – First Reading**

*Board Policy and regulation updated to clarify applicability of the policy to nonemployees providing services to the district pursuant to a contract. Policy reflects NEW STATE REGULATIONS (Register 2018, No. 20) which add a definition of national origin and make it an unlawful employment practice to inquire into or discriminate against an employee on the basis of immigration status. Policy also reflects NEW LAW (SB 1300) which (1) prohibits districts from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or release the right to file a claim against the district for unlawful acts in the workplace, including sexual harassment, and (2) provides that a district may be responsible for any harassment (not just sexual harassment) of employees by nonemployees if the district knows or should have known of the conduct and failed to take action. Regulation revises section on "Measures to Prevent*

*Discrimination" to reflect a requirement, formerly in BP, to post the California Department of Fair Employment and Housing (DFEH) poster on workplace discrimination and harassment and to add the requirement to post the DFEH poster on the rights of transgender employees. Regulation also reflects NEW LAW (SB 1300) which authorizes training on bystander intervention.*

**d. Approve Amendment to Board Policy and Administrative Regulation – 6020 Parent Involvement – First Reading**

*Board Policy and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP.*

**e. Approve Amendment to Board Policy and Administrative Regulation – 6171 Title I Programs – First Reading**

*Policy updated to address (1) the requirement to use federal Title I funds to supplement, not supplant, funds available from state and local sources; (2) use of the district's local control and accountability plan to fulfill requirements for the Title I local educational agency plan; and (3) methods for demonstrating the comparability of services between Title I and non-Title I schools. Regulation updated to reflect amendments by the Every Student Succeeds Act related to schoolwide programs, targeted assistance programs, and participation by private school students.*

**f. Approve Amendment to Board Bylaw and Exhibit - 9321 Closed Session – First Reading**

*Board Bylaw retitled and updated to incorporate material formerly in BB 9321.1 - Closed Session Actions and Reports. Bylaw also adds the requirement to provide final documents approved or adopted during closed session to persons who have submitted a request. Section on "Matters Related to Students" provides that student names should not be included on the agenda or reports of expulsion hearings pursuant to court decision. Section on "Security Matters" reflects the board's authority to meet in closed session with law enforcement officials to develop a tactical response plan. Section on "Real Property Negotiations" reflects Attorney General publication stating the board's authority to approve a final real property agreement in closed session. Section on "Pending Litigation" updates legal cites. Exhibit (1) added to provide examples of agenda descriptions of closed session items. Exhibit (2) added to provide examples of reports of closed session actions that must be made when the board reconvenes in open session following the closed session.*

**g. Approve Deletion of Board Bylaw – 9321.1 Closed Session Actions and Reports – First Reading**

*Board Bylaw deleted and key concepts incorporated in BB 9321 - Closed Session.*

## **VII. INFORMATION ITEMS**

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

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

**X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

1. [Brookside Elementary School Report](#)
2. [Oak Hills Elementary School Report](#)
3. [Red Oak Elementary School Report](#)
4. [Medea Creek Middle School Report](#)
5. [Oak Park High School Report](#)
6. [Oak View High School/Oak Park Independent School](#)
7. [Oak Park Neighborhood School](#)



**MINUTES OF REGULAR BOARD MEETING      8-20-19      #981**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

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

**BOARD PRESENT**

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

**BOARD ABSENT**

Mr. Allen Rosen, Clerk

**STAFF PRESENT**

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

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

**A. SUPERINTENDENT'S GOALS**

**B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

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

**D. CONFERENCE WITH LABOR NEGOTIATOR**

Agency designated representatives: Leslie Heilbron and Adam Rauch

Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

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

Board Member Allen Rosen joined the closed session at 5:20 pm.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 6:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

## **BOARD ABSENT**

None

## **STAFF PRESENT**

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

## **FLAG SALUTE**

Stew McGugan led the Pledge of Allegiance to the Flag.

## **REPORT ON CLOSED SESSION**

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

## **ADOPTION OF AGENDA**

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

## **PUBLIC SPEAKERS**

There were 14 public speakers on the non-agenda item Gender Diversity Lessons. By Board consensus the Board President, Denise Helfstein increased the time period for public comments on the non-agenda topic of Gender Diversity Lessons to 40 minutes.

There were 2 public speakers on non-agenda item regarding the proposed installation of Verizon cell towers on land owned by Rancho Simi Recreation and Park District near Oak Hills Elementary School.

## **PRESENTATIONS AND RECOGNITIONS**

The Board recognized Carmela Barbieri and Maryam Salour for their outstanding volunteer contributions and presented them with the Partners in Education Award.

## **REPORT FROM BOARD MEMBERS**

Board Members Derek Ross, Barbara Laifman, Drew Hazelton, Allen Rosen, and Denise Helfstein welcomed everyone back to a new school year.

Board Member Drew Hazelton thanked the facilities and maintenance crew for getting the schools ready for the students. Drew also reported that he attended the Brookside Back to School Night.

Board President, Denise Helfstein welcomed the new Student Board Member, OPHS Junior, Anna Stephens. Anna reported that the student registration was a success and that ASB was planning on upcoming events such as Spirit Week, Home Coming Rally and the half time show for the Homecoming Game, this year's theme is "Under the Sea". Anna also reported that this year ASB would be collaborating with the ASB of Agoura High School to increase school spirit.

Superintendent Tony Knight welcomed everyone back to school and remarked on how amazing the schools were looking, especially the landscaping and shade sails at MCMS. Dr. Knight also reported that the first day back event for all staff was well attended and was great appreciated. Dr. Knight, Board President, Denise Helfstein, Assistant Superintendent, Adam Rauch and Director of Curriculum and Instruction, Jay Greenlinger visited all the school sites on the first day of school.

## REPORT FROM OAK PARK EDUCATION FOUNDATION

Brandon McFadden, Chair of Oak Park Education Foundation, reported that OPEF attended all the registration days at each school, as well as all the back to school nights, to increase awareness and outreach of OPEF. They also organized Splash Back to School Event, which was attended by over 200 people. They are also working on the first golf tournament to be held on September 9<sup>th</sup>. At their first Board meeting of the year OPEF approved funding for some more extracurricular programs and an assistant for the College and Career Center.

## REPORT FROM OAK PARK ADVISORY COUNCIL

Jane Nye, the MAC liaison to OPUSD, provided a report on matters that the MAC is considering, like the amendment to contracts of the crossing guards. Jane also urged the District to aid with funding the Kanan Shuttle.

### B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting June 18, 2019, Special Board Meeting July 29, 2019, and Special Board Meeting – Board Retreat, July 29, 2019](#)
- b. [Public Employee/Employment Changes 01CL24268-01CL242323 & 01CE09552-01CE09630](#)
- c. [Approve Purchase Orders – July 1 – July 31, 2019](#)
- d. [Approve Overnight Trip for Oak Park High School Speech and Debate Team – September 21-22, 2019 – Long Beach, CA](#)
- e. [Approve Disposal of Surplus Equipment for Student Nutrition Program](#)
- f. [Approve Student Teaching Agreement with Pacific Oaks College](#)
- g. [Approve Quarterly Report on Williams Uniform Complaints – July 2019](#)
- h. [Approve Designation of District Representatives to the Ventura County Schools Self-Funding Authority](#)
- i. [Approve Notice of Completion, Project 19-12F, Running Track at Oak Hills Elementary School](#)
- j. [Accept DSA Certification and Close of File for Project 17-35S Kitchen Improvements at Medea Creek Middle School](#)

### B2. BUSINESS SERVICES

- a. [Discussion on the 2019-2020 Budget](#)

Adam Rauch, Assistant Superintendent of Business Services provided an update on current assumptions and projections impacting the 2019-2020 budget for OPUSD. The Board held a discussion on the 2018-2019 actuals and the proposed revisions to the 2019-2020 Budget in lieu of declining enrollment.

Student Board Member, Anna Stephens, left the meeting at 7:42 pm.

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

Public Speaker, Ventura County Supervisor, Linda Parks addressed the Board and asked that the District continue funding the Kanan Shuttle, so it continues to operate free for riders, the majority of whom are students. Without increasing funding over \$25,000, the county will still

have to cut back service due to increased program costs. However, the county will attempt to ensure that service during school pick up and drop off hours remains the same.

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved \$25,000 funding contingent on the service remaining free for the riders, with the hope that this continues to mitigate traffic in the community and serves all students who need to use it. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

The Board took a Board took a recess at 8:00 pm.

Board Member, Barbara Laifman, left the meeting at 8:00 pm.

The Board reconvened after recess at 8:11 pm.

On motion of Drew Hazelton seconded by Derek Ross, the Board approved to move item B.3.a before B.2.c. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

### **B3. CURRICULUM**

#### **a. [Approve Staff Development Agreement with Reading and Writing Project Network, LLC.](#)**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved to fund 10 days of staff development at each elementary school With Reading and Writing Project Network, LLC. for a budget not to exceed \$100,000. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

### **B2. BUSINESS SERVICES**

#### **c. [Discussion on Measure S Bond Priority Projects Plan and Related Funding Issues](#)**

The Board held a discussion on the Measure S Bond Projects Priority Plan and related funding issues and reviewed scenario 4.1 which will be discussed by the Measure S Committee on September 16 and then the revised plan will be brought back in October for Board approval.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Annual Purchasing Agreement Between OPUSD and Softchoice for the California Microsoft Strategic Alliance (CAMSA 2.0). Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman

#### **e. [Approve Contract with Spectrum for OPUSD's Secondary ISP Circuit](#)**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Contract with Spectrum for OPUSD's Secondary ISP Circuit. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman

#### **f. [Ratify Award of Contracts for Measure S Project 19-13S, Safety/Security Fencing at Oak Hills Elementary School](#)**

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

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

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education ratified Award of Contracts for Measure S Project 19-16S, Phase 2 Safety/Security Fencing at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

- h. Ratify Award of Contracts for Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School**  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education ratified Award of Contracts for Proposition 39 Project 19-18F, HVAC System Replacement at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.
- i. Ratify Award of Contracts for Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School**  
On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education ratified Award of Contracts for Measure S Project 19-19S, Art Court Buildout and Equipment Purchase at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.
- j. Authorize and Ratify Award of Contracts for Measure S Project 19-20S, Installation of Flooring Kindergarten Classroom at Oak Hills Elementary School**  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized and ratified Award of Contracts for Measure S Project 19-20S, Installation of Flooring Kindergarten Classroom at Oak Hills Elementary School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.
- k. Authorize and Ratify Award of Contracts for Measure S Project 19-21S, Upper Field Chain Link Fencing and Gates at the District Office**  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized and ratified Award of Contracts for Measure S Project 19-21S, Upper Field Chain Link Fencing and Gates at the District Office. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.
- l. Approve Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School**  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Change Order 1, Architectural and Engineering Services Agreement with CRATE Modular, Inc., for Measure S Project 18-20S, Modular Classroom at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.
- m. Approve Change Order 1, Measure S Project 19-15S, Shade Sails Installation at Medea Creek Middle School with Got Shade**  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Change Order 1, Measure S Project 19-15S, Shade Sails Installation at Medea Creek Middle School with Got Shade. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.
- n. Approve Notice of Completion, Measure S Project 19-15S, Shade Sails Installation at Medea Creek Middle School**  
On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved Notice of Completion, Measure S Project 19-15S, Shade Sails Installation at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.
- o. Approve Notice of Completion, Measure S Project 19-20S, Installation of Flooring Kindergarten Classroom at Oak Hills Elementary School**  
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Notice of Completion, Measure S Project 19-20S, Installation of Flooring Kindergarten Classroom at Oak Hills Elementary School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Notice of Completion, Measure S Project 19-21S, Upper Field Chain Link fencing and Gates at the District Office. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

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

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education ratified Award of Contracts for Measure S Project 19-14S, Phase 1 Safety/Security Fencing at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

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

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved Disposal of Obsolete or Surplus Technology Equipment. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 19-22S King James Court Debris Clearance and Approve Award of Contract. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education authorized Measure S Project 19-23S Oak Park High School Tennis Courts Resurfacing and Approve Award of Contract. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

**B4. HUMAN RESOURCES**

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

On motion of Derek Ross, seconded by Allen Rosen, approved the Board of Education 2019-2020 Declaration of Need for Fully Qualified Educators. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

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

On motion of Derek Ross, seconded by Denise Helfstein, approved Consolidated Application and Reporting System (Cars) Part II– 2019-2020. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

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

On motion of Drew Hazelton, seconded by Derek Ross, authorized Extended Care Program for Oak Park Neighborhood School, and approved Position of Preschool Assistant – Extended Care and Related Job Description and Salary Schedule Placement. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

**B5. BOARD**

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

On motion of Derek Ross, seconded by Allen Rosen, approved Proposed Board Meeting Schedule for the 2019-2020 School Year. Motion carried Aye: Hazelton, Helfstein, Rosen,

Ross. No - 0. Absent – Laifman.

**b. Approve Board Goals for 2019-2020**

On motion of Denise Helfstein, seconded by Allen Rosen, approved Board Goals for 2019-2020. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

**c. Approve Revised 2019 Governance Handbook**

On motion of Allen Rosen, seconded by Derek Ross, approved Revised 2019 Governance Handbook. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

**d. Review, Amend, and Approve 2019-2020 Moral Imperatives and District Goals**

On motion of Drew Hazelton, seconded by Derek Ross, approved 2019-2020 Moral Imperatives and District Goals. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – Laifman.

**B6. BOARD POLICIES**

**a. Approve Adoption of Board Policy – 3515.21 Unmanned Aircraft Systems (Drones) – First Reading**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Adoption of Board Policy – 3515.21 Unmanned Aircraft Systems (Drones) as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, No – 0. Absent – Laifman.

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

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

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

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy - 5127 Graduation Ceremonies and Activities as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, No – 0. Absent – Laifman.

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Adoption of Administrative Regulation - 5131.41 Use of Seclusion and Restraint as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, No – 0. Absent – Laifman.

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

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Amendment to Board Bylaw and Exhibit - 9323.2 Actions by the Board – First Reading as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, No – 0. Absent – Laifman.

On motion of Derek Ross, seconded by Denise Helfstein there being no further business before this Board, the Regular meeting is declared adjourned at 9:28 p.m.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**A. CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Denise Helfstein, called the special meeting to order at 6:02 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Stewart McGugan, Director of Student Support and School Safety, and Mrs. Ragini Aggarwal, Executive Assistant.

**FLAG SALUTE**

Denise Helfstein led the Pledge of Allegiance to the Flag.

**ADOPTION OF AGENDA**

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

**PUBLIC COMMENTS**

None

**B. ADJOURN TO CLOSED SESSION**

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

- 1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
Government Code section 54956.9(d)(2), Significant Exposure to Litigation (2 cases)

The Board adjourned to Closed Session at 6:03 p.m.

**RECONVENE IN OPEN SESSION**

The Board of Education President, Ms. Denise Helfstein, called the special meeting to order at 8:30 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Dr.



Leslie Heilbron, Assistant Superintendent, Human Resources, and Mr. Stewart McGugan, Director of Student Support and School Safety.

**REPORT ON CLOSED SESSION**

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

On motion of Derek Ross, seconded by Allen Rosen, there being no further business before this Board, the Special Board meeting is declared adjourned at 8:31 p.m. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

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Date

President of the Board

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Date

Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

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

**CONSENT**

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24325	Ashley Gentle	Campus Supervisor	9/3/2019	General	\$15.67	OPHS
CL24326	Ellyn Schneider	Campus Supervisor Substitute	9/3/2019	General	\$15.67	DO
CL24327	Gale Saul	Health Technician Substitute	8/26/2019	General	\$17.52	DO
CL24328	Kimberly Sandlin	Instructional Assistant I Literacy & Num	9/4/2019	OPEF	\$16.20	BES
CL24329	Leedor Habet	Instructional Assistant I Computer Lab	8/26/2019	PTA	\$17.14	OHES
CL24330	Nanette Mitchell	Walk-On-Coach - Not to Exceed \$3,500.00	8/6/2019	Coaches, Athletics	TBD	OPHS

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24331	Lisa Welin	AP Testing Coordinator	8/9/2019	AP Exams	\$ 2,500.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24332	Jennifer Tamaddon	Student Services Assistant I - Temp/Sub	7/29/2019	General	\$18.54	OPHS
CL24333	Ellen Grossman	Instructional Assistant II SpEd increase in hours	8/6/2019	Special Ed	\$22.06	OHES
CL24334	Elya Fletcher	Instructional Assistant III - Behavior - Increase in hours	8/6/2019	Special Ed	\$23.65	ROES
CL24335	Heidi Monroe	Instructional Assistant II SpEd increase in hours	8/6/2019	Special Ed	\$22.06	MCMS
CL24336	Rachel Fishbach	Instructional Assistant III - Behavior - Increase in hours add'l site	8/6/2019	Special	\$20.81	OPHS/ OHES
CL24337	Christian Jimenez	Custodian Site Change	8/13/2019	General	\$23.65	DO
CL24338	Robert Violette	Custodian Site Change	8/13/2019	General	\$23.65	OPHS
CL24339	David Garcia	Campus Supervisor from TEMP to Regular	8/22/2019	General	\$15.67	OPHS
CL24340	Andea Hunt	Instructional Assistant III - Literacy - LOA - 2019-2020	8/23/2019	General/PTA	\$24.73	OHES
CL24341	Jennifer Tamaddon	Campus Supervisor Administration Leave	8/23/2019	General	\$18.60	OPHS
CL24342	Jennifer Tamaddon	Campus Supervisor Unpaid LOA	8/28/2019	General	\$18.60	OPHS
CL24343	Haylie Medoff	Instructional Assistant III - Behavior - Increase in hrs & add MCMS	8/6/2019	Special Ed	\$22.30	OPNS/ MCMS

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS**

**CONSENT**

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Site	
01CE09631	Anne Jenks	Interim Ass't Principal/Dean of Students	8/2/2019	General	MCMS	
01CE09632	Danielle Dreben	Guest Teacher	9/1/2019	General	Various	
01CE09633	Meghan Brennan	Guest Teacher	9/2/2019	General	Various	
01CE09634	Danielle Vigliotti	Guest Teacher	9/3/2019	General	ROES	
01CE09635	Kate Mauge	Guest Teacher	9/4/2019	General	Various	
01CE09636	Sherie MacGregor	Guest Teacher	9/5/2019	General	Various	
01CE09637	Jee Kim	Guest Teacher	9/5/2019	General	Various	
01CE09638	Shannon Whitman	Guest Teacher	9/5/2019	General	Various	

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09639	Tim Chevalier	Athletic Director	8/6/2019	Site	\$ 4,000.00	OPHS
01CE09640	Brenda Pasqua	Athletic Trainer	8/6/20109	Site	\$ 13,200.00	OPHS
01CE09641	Jon Dum	Field Trips	8/8/2019	Site	\$ 500.00	OPIS
01CE09642	Kate Thompson	Soc Science Instr. Workshop	8/6/2019	Site	\$ 750.00	OPIS
01CE09643	Ty DeLong	ELA Inst. Workshop	8/6/2019	Site	\$ 750.00	OPIS
01CE09644	DJ Cook	ASB Class Advisor	2019-20	ASB	\$ 500.00	OPHS
01CE09645	Kellie Gross	ASB Class Advisor	2019-20	ASB	\$ 500.00	OPHS
01CE09646	Tim Chevalier	ASB Class Advisor	2019-20	ASB	\$ 500.00	OPHS
01CE09647	Tess Kokiousis	ASB Class Advisor	2019-20	ASB	\$ 500.00	OPHS
01CE09648	Kathie Rohlfs	Grad Slide Show Coordinator	2019-20	ASB	\$ 500.00	OPHS
01CE09649	Jen Hankins	Class Size Overages	August 2019	General	\$ 10.00	OPHS
01CE09650	Francisco Henning	Class Size Overages	August 2019	General	\$ 19.00	OPHS
01CE09651	Leslie Miller	Class Size Overages	August 2019	General	\$ 37.00	OPHS
01CE09652	Brenda Pasqua	Class Size Overages	August 2019	General	\$ 10.00	OPHS
01CE09653	Tony Peluce	Class Size Overages	August 2019	General	\$ 7.00	OPHS
01CE09654	Jessica Wall	Class Size Overages	August 2019	General	\$ 24.00	OPHS
01CE09655	Nina Johnson	Class Size Overage	August 2019	General	\$ 30.00	ROES

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Site	
01CE09656	Jessica Wall	Increase .7 FTE to 1.1 FTE	2019-20	General	OPHS	
01CE09657	Jan Willis	Increase 1.0 FTE to 1.2 FTE	2019-20	General	OPHS	
01CE09658	Kathy Bowman	Increase 1.0 FTE to 1.2 FTE	2019-20	General	OPHS	
01CE09659	Tris Wenker	Transfer from OPHS to MCMS	2019-20	General	OPHS	
01CE09660	Kristin Gregory	Increase .5 FTE to .6 FTE	2019-20	General	OHES	

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
 Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – AUGUST 1 THROUGH AUGUST 31, 2019**

CONSENT

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

Prepared by:

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

Respectfully submitted,

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

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

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

## Includes Purchase Orders dated 08/01/2019 - 08/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>010-4100</b>	<b>Approved Textbooks and Core Cu</b>				
P20-00181	Pearson Learning Group	005	2019/2020 AP French online license	010-4100	89.96
P20-00182	Cengage Learning	005	2019/2020 OPHS Precalculus with Limits	010-4100	5,656.90
P20-00186	Vista Higher Learning	005	2019/2020 OPHS AP Spanish Online	010-4100	5,808.39
P20-00187	HEINEMANN	005	2019/2020 2nd Grade TCRWP Classroom Library	010-4100	4,681.95
P20-00188	Houghton Mifflin Harcourt	005	2019/2020 OHES Go Math Grade 1	010-4100	363.67
P20-00189	Studies Weekly, Inc dba American Legacy Publishing	005	BES 2019/2020 5th Grade Social Studies	010-4100	106.66
P20-00190	Rosetta Stone Language Learning	005	2019/2020 OPIS additional Rosetta Stone licenses	010-4100	1,447.88
P20-00198	Follett School Solutions, Inc.	005	2019/2020 OPHS Business Math Textbook	010-4100	2,419.29
<b>Total:010-4100 Approved Textbooks and Core Cu</b>					<b>20,574.70</b>
<b>010-4200</b>	<b>Other Books and Reference Mate</b>				
P20-00193	McGraw-Hill	005	2019/2020 OPIS ALEKS Licenses	010-4200	192.73
<b>Total:010-4200 Other Books and Reference Mate</b>					<b>192.73</b>
<b>010-4330</b>	<b>Other Materials and Supplies N</b>				
B20-00201	Do-It Center	010	Custodial Supplies for 2019-2020 School Year	010-4330	400.00
B20-00202	Regency Enterprises, Inc	010	Light Bulbs for 2019-2020 School Year	010-4330	250.00
B20-00203	Pacific Coast Environmental	010	Custodial Supplies for 2019-2020 School Year	010-4330	1,000.00
B20-00204	Southwest School Supply	010	Custodial Supplies for 2019-2020 School Year	010-4330	5,362.50
B20-00209	WELLS FARGO PAYMENT REMITTANCE CENTER	001	Superintendent/Board Supplies	010-4330	4,000.00
B20-00211	COSTCO WHOLESALE	013	Supplies/Meeting Materials	010-4330	5,300.00
B20-00212	WELLS FARGO PAYMENT REMITTANCE CENTER	004	2019-2020 For Credit Card Purchases	010-4330	388.08
B20-00214	Office Depot Customer Service Center	023	Blanket P.O. for office supplies for year	010-4330	1,300.00
B20-00215	Discount School Supply	023	school start up supplies	010-4330	950.00
B20-00216	Dick Blick	023	Art Materials for 2019/2020 school year	010-4330	950.00
B20-00217	Southwest School Supply	023	School Supplies	010-4330	250.00
B20-00227	Valley Growers Nursery, Inc.	004	2019/20 PO for Landscaping Supplies	010-4330	2,500.00
B20-00229	Pacwest Air Filter, LLC	004	2019-2020 HVAC Parts/Supplies	010-4330	11,000.00
P20-00162	Curriculum Associates	011	Quick Word Handbooks for Holland and 2nd grade	010-4330	237.15
P20-00163	ASI Associates, Inc dba Arbor Scientific	024	Science Lab Materials	010-4330	510.50
P20-00173	Redwood Toxicology Lab Inc.	015	Drug Tests for Clean Teen	010-4330	395.72

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 6

## Includes Purchase Orders dated 08/01/2019 - 08/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00178	Pioneer Manufacturing Co.	013	Oth/Suppl/Disc	010-4330	572.76
P20-00204	Grosh Scenic Rentals Inc.	013	Oth Supply/Prod Mgr/CTEIG	010-4330	1,210.21
<b>Total:010-4330 Other Materials and Supplies N</b>					<b>36,576.92</b>
<b>010-4410 Equipment New Non-Capitalized</b>					
P20-00183	AED Authority	004	Safety Credits - Lifepak 1000 Defibrillators	010-4410	7,372.29
<b>Total:010-4410 Equipment New Non-Capitalized</b>					<b>7,372.29</b>
<b>010-5200 Travel and Conference</b>					
B20-00212	WELLS FARGO PAYMENT REMITTANCE CENTER	004	2019-2020 For Credit Card Purchases	010-5200	14,328.91
B20-00232	VCOE	006	Various Trainings at VCOE	010-5200	2,000.00
P20-00191	New Vendor Request	005	KC Kelem NAEA Conference Registration	010-5200	450.00
P20-00192	VCOE	005	2019/2020 NGS Leadership Network	010-5200	295.00
P20-00201	Zangle National User Group	004	QUE User Conference	010-5200	285.00
<b>Total:010-5200 Travel and Conference</b>					<b>17,358.91</b>
<b>010-5300 Dues and Memberships</b>					
B20-00212	WELLS FARGO PAYMENT REMITTANCE CENTER	004	2019-2020 For Credit Card Purchases	010-5300	283.01
<b>Total:010-5300 Dues and Memberships</b>					<b>283.01</b>
<b>010-5450 Other Insurance</b>					
P20-00170	Ventura County Schools	004	2019-20 Liability & Property Contribution	010-5450	403,653.00
<b>Total:010-5450 Other Insurance</b>					<b>403,653.00</b>
<b>010-5560 Trash / Sewer Services</b>					
P20-00171	Recycle Away, LLC	004	Recycling Stations for OPHS + DO	010-5560	3,931.80
<b>Total:010-5560 Trash / Sewer Services</b>					<b>3,931.80</b>
<b>010-5600 Rents, Leases, and Repairs</b>					
B20-00124	Channel Islands Roofing	004	2019-20 Open PO for Roof/ Gutter Repairs	010-5600	10,000.00
B20-00200	Brian Hoover	010	Maintenance and Supplies for Fish Tank	010-5600	1,200.00
B20-00207	Intermountain Lock & Security	004	2019-20 M&O Supplies and Equipment	010-5600	1,000.00
B20-00221	MailFinance	004	2019/20 Postage Machine Lease at DO	010-5600	2,500.00
B20-00223	Golden State Elevator	004	2018-2019 Annual Testing Elevators	010-5600	1,700.00
B20-00230	WestCoast Woodworking Machine	013	Gen Ed/Materials/Repair	010-5600	1,000.00
P20-00157	G&Y General Contractors Inc.	004	Demo Old Fiber and Replace at OPNS	010-5600	5,893.00
P20-00159	Reliable Floor Coverings, Inc	004	Furnish & Install Black Carpet per Option A	010-5600	1,955.00

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

ESCAPE ONLINE

Page 2 of 6

**Includes Purchase Orders dated 08/01/2019 - 08/31/2019**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00169	Sunbelt Rentals, Inc	004	Pro 18-19F Forklift Rental for HVAC at ROES	010-5600	1,971.52
P20-00202	ABM Electrical Power Svcs	004	EV Charging Station Repair Kits	010-5600	1,335.19
<b>Total:010-5600 Rents, Leases, and Repairs</b>					<b>28,554.71</b>
<b>010-5800</b>	<b>Professnl/Consult Serv &amp; Opera</b>				
B20-00233	Preddy, Michael	012	DON: Music Specialist	010-5800	5,500.00
<b>Total:010-5800 Professnl/Consult Serv &amp; Opera</b>					<b>5,500.00</b>
<b>010-5820</b>	<b>Other Operating Expense</b>				
B20-00210	WELLS FARGO PAYMENT REMITTANCE CENTER	006	Trainings for S. Mcgugan via Wells Fargo CC	010-5820	2,000.00
B20-00213	DEPARTMENT OF SOCIAL SERVICES MS B-67	023	License fees for 19/20 school year	010-5820	484.00
B20-00218	All City Management	004	2019/2020 School Crossing Guard Services	010-5820	140,200.00
B20-00220	Axiom	004	2018-19 SARC Preparation Services	010-5820	4,200.00
B20-00224	Sports Facilities Group	004	Annual Safety Inspection/Svs BB Backstops at MCMS	010-5820	1,400.00
B20-00231	KW Engineering	004	Prop 39 Consulting Svs Plan Yrs. 5-5	010-5820	5,000.00
B20-00235	VCOE	001	Transportation for Foster Youth	010-5820	18,475.00
B20-00236	Christine Denise DeKlotz	013	Oth Exp/PFC Don	010-5820	1,500.00
P20-00164	Sharon Bass Sicanoff	006	Sub Admin for IEP's @ OPHS (in place of B. Martin)	010-5820	3,112.50
P20-00166	Time Warner Cable	004	2019/20 Mesh Network to Sites Internet Access	010-5820	57,544.80
P20-00172	School Innovations & Advocacy Deposits	004	2019/20 Consulting Svs. per Agreement	010-5820	18,400.00
P20-00175	Us Bank Trust Nat'l Assn.	004	Admin Fees 2008 GOB Election 2011A & 2011B Series	010-5820	1,996.50
P20-00180	Netop Tech Inc.	005	2019/2020 OPHS VISPRO	010-5820	3,892.00
P20-00194	Southwinds Transportation	012	OPIMA: Buses Music Festival	010-5820	3,346.80
P20-00195	Southwinds Transportation	012	DON: Catalina Buses	010-5820	9,449.60
P20-00196	Southwinds Transportation	012	DON: PALI BUSES	010-5820	13,609.60
P20-00197	CR Print	005	Summer 2019 Reading/Passpor Certs	010-5820	470.27
P20-00199	Island Packers Cruises	011	Parent funded field trip--SCI--5th grade	010-5820	5,160.00
P20-00200	Community Educational Ent Ramona Brandes	011	Field trip--Civic Arts--1st grade	010-5820	1,672.00
P20-00203	Allisun Kale	006	Sign Language Interpreter for Deanne Bray	010-5820	1,388.50
T20-00012	Softchoice Corporation	007	Microsoft Districtwide License CAMSA	010-5820	10,925.27
T20-00013	Edhesive	013	VC1- AP Computer Science On-Line Instruction	010-5820	2,050.00
<b>Total:010-5820 Other Operating Expense</b>					<b>306,276.84</b>

**010-5899 LEGAL FEES 1099**

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



## Includes Purchase Orders dated 08/01/2019 - 08/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B20-00234	Fagen Friedman & Fulfroost LLP	004	2019-2020 Legal Services	010-5899	145,000.00
<b>Total:010-5899 LEGAL FEES 1099</b>					<b>145,000.00</b>
<b>010-5900</b>	<b>Telephone and Communications</b>				
B20-00205	AT&T-CalNet 3	010	Phone Lines	010-5900	750.00
B20-00206	AT&T-CalNet 3	012	Open PO for Telephone Charges	010-5900	3,000.00
B20-00208	AT & T Mobility	004	Open PO for 2019/20 Cell Phones Svs	010-5900	13,000.00
B20-00219	AT&T	011	Red Oak phone charges 2019-2020	010-5900	750.00
B20-00225	AT&T	013	Open PO for AT&T Telephone Serv.	010-5900	3,000.00
B20-00226	AT&T-CalNet 3	013	Open PO for AT&T Telephone SRV	010-5900	2,000.00
P20-00158	Infinity Comm & Consult	004	2019-20 ERate Consulting Svs. Yr 23 Category 1	010-5900	1,912.50
P20-00168	AT&T-CalNet 3	004	Fax line/telephone charges 2019/2020	010-5900	3,500.00
<b>Total:010-5900 Telephone and Communications</b>					<b>27,912.50</b>
<b>010-7438</b>	<b>Debt Service - Interest</b>				
P20-00174	Dubuque Bank and Truck Co.	004	Pro 14-29F Lease/Purchase of Solar Install at OPHS	010-7438	14,643.69
<b>Total:010-7438 Debt Service - Interest</b>					<b>14,643.69</b>
<b>010-7439</b>	<b>Debt Service - Principal</b>				
				010-7439	43,427.59
P20-00177	All American Investmnt Grp LLC	004	Relocatable Classroom Lease at OHES	010-7439	13,926.89
<b>Total:010-7439 Debt Service - Principal</b>					<b>57,354.48</b>
<b>120-5820</b>	<b>Other Operating Expense</b>				
P20-00185	Ed. Learning Opportunities DBA Developing Outdoors	028	Insurance reimbursement for staffing firm	120-5820	19,887.00
<b>Total:120-5820 Other Operating Expense</b>					<b>19,887.00</b>
<b>120-5899</b>	<b>LEGAL FEES 1099</b>				
B20-00234	Fagen Friedman & Fulfroost LLP	004	2019-2020 Legal Services	120-5899	5,000.00
<b>Total:120-5899 LEGAL FEES 1099</b>					<b>5,000.00</b>
<b>130-4330</b>	<b>Other Materials and Supplies N</b>				
FS20-00018	Ecolab Food Safety Specialties	025	Cleaning Supplies	130-4330	600.00
<b>Total:130-4330 Other Materials and Supplies N</b>					<b>600.00</b>
<b>130-4700</b>	<b>Food Purchases</b>				
FS20-00017	Wildflour Bakery & Cafe, LLC	025	Fresh Bread	130-4700	18,000.00
FS20-00020	COSTCO WHOLESALE	025	Snack Bar Food	130-4700	3,000.00
<b>Total:130-4700 Food Purchases</b>					<b>21,000.00</b>
<b>130-5820</b>	<b>Other Operating Expense</b>				
FS20-00019	San Mateo-Foster-Super Co-Op	025	Fees: Co-Op Annual Membership	130-5820	100.00

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

ESCAPE ONLINE

Page 4 of 6

**Includes Purchase Orders dated 08/01/2019 - 08/31/2019**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
FS20-00021	Water Walkers Inc	025	Nutrient Analysis Software Annual Fee	130-5820	1,900.00
FS20-00022	Ventura County Environmental Health Division	025	Annual Health Permit Fee	130-5820	3,500.00
<b>Total:130-5820 Other Operating Expense</b>					<b>5,500.00</b>
<b>211-4330</b>	<b>Other Materials and Supplies N</b>				
B20-00228	Valley Growers Nursery, Inc.	004	Pro 17-47S for Landscaping Supplies at BES	211-4330	300.00
P20-00179	Carlson's Building Materials	004	Proj 17-47S DG for planting area BES	211-4330	107.25
<b>Total:211-4330 Other Materials and Supplies N</b>					<b>407.25</b>
<b>211-4410</b>	<b>Equipment New Non-Capitalized</b>				
P20-00165	Southwest School Supply	004	Proj 19-10S Casters for previous Furniture Order	211-4410	1,100.39
<b>Total:211-4410 Equipment New Non-Capitalized</b>					<b>1,100.39</b>
<b>211-5820</b>	<b>Other Operating Expense</b>				
P20-00160	Colbi Technologies, Inc	004	Measure S 2019/20 AccountAbility Software Renewal	211-5820	15,000.00
<b>Total:211-5820 Other Operating Expense</b>					<b>15,000.00</b>
<b>211-6209</b>	<b>Main Construction-Buildings</b>				
P20-00161	Thousand Oaks Electric	004	Proj 19-19S Art Court Phase 2 Elect Rough In OPHS	211-6209	35,946.00
P20-00167	Precision Plumbing	004	Proj 19-19S Art Court Phase 2 Gas/Water Install	211-6209	13,525.00
P20-00176	Fence Factory	004	Proj 19-19S Art Court Phase 2 Fencing/Gates OPHS	211-6209	15,535.89
<b>Total:211-6209 Main Construction-Buildings</b>					<b>65,006.89</b>
<b>Total Number of POs</b>				<b>92</b>	
				<b>Total</b>	<b>1,208,687.11</b>

**Fund Recap**

Fund	Description	PO Count	Amount
010	General Fund	78	1,075,185.58
120	Child Development Fund	2	24,887.00
130	Cafeteria Fund	6	27,100.00
211	Measure S Facilities & Tech	7	81,514.53
		<b>Total</b>	<b>1,208,687.11</b>

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

ESCAPE ONLINE

Includes Purchase Orders dated 08/01/2019 - 08/31/2019

**PO Changes**

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
<b>010-4330</b>	<b>Other Materials and Supplies N</b>			
B20-00157	800.00	010-4330	General Fund/Other Materials and Supplies N	300.00-
			<b>Total:010-4330 Other Materials and Supplies N</b>	<b>300.00-</b>
<b>010-5600</b>	<b>Rents, Leases, and Repairs</b>			
B20-00129	800.00	010-5600	General Fund/Rents, Leases, and Repairs	400.00
			<b>Total:010-5600 Rents, Leases, and Repairs</b>	<b>400.00</b>
			<b>Total PO Changes</b>	<b>100.00</b>

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

ESCAPE ONLINE

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8<sup>th</sup> GRADE STUDENTS - OCT 23-25, 2019 - ASTROCAMP, IDYLLWILD, CA**

CONSENT

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**ISSUE:** Shall the Board of Education approve overnight trip for Medea Creek Middle School 8th Grade students?

**BACKGROUND:** Medea Creek has been participating in Astrocamp, in Idyllwild, for several years. Attendance is open to all 8<sup>th</sup> graders and is completely optional. Students attending will participate in classes that extend the 8<sup>th</sup> grade science curriculum (classes include Electricity and Magnetism, Telescope Viewing, Building and Launching Rockets) as well as team building activities that encourage physical challenges (Hiking, Ropes Course, Rock-Wall Climbing). Each year students say this is an outstanding educational experience.

The trip is scheduled for leaving at 8:00 a.m. on October 23, 2019 and returning to MCMS on October 25, 2019 at approximately 4:00 p.m. The group will travel by District approved buses. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**FISCAL IMPACT:** The cost is \$390.00 per student(which includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Funding source is voluntary donations in the Unrestricted General Fund and is included in the 2019-20 adopted budget.

**ALTERNATIVES:**

1. Approve overnight trip for Medea Creek Middle School 8th Grade students to Astrocamp, Idyllwild, CA.
2. Do not approve overnight trip for Medea Creek Middle School 8th Grade students to Astrocamp, Idyllwild, CA.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** It is an outstanding opportunity to study physical science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Prepared by:  
Amanda Bagheri, Asst. Principal  
Brad Benioff, Principal, Medea Creek Middle School

**BOARD MEETING, SEPTEMBER 17, 2019**

Approve overnight field trip for Medea Creek Middle School

8th Grade students

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.1.e. APPROVE OVERNIGHT FIELD TRIP FOR MEDEA CREEK MIDDLE SCHOOL 7<sup>th</sup> GRADE STUDENTS - OCT 28-30, 2019 - CATALINA, CA**

CONSENT

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**ISSUE:** Shall the Board of Education approve overnight field trip for Medea Creek Middle School 7th Grade students?

**BACKGROUND:** This is the 30<sup>th</sup> trip that Medea Creek has made to Catalina. In the past, the trip has been a wonderful hands-on science experience in marine biology. Students attending will participate in classes that extend the 7<sup>th</sup> grade science curriculum (classes include *Fish/Invertebrates*, *Tide pooling/Plankton*, and *Squid Dissection*) as well as team building activities that encourage physical challenges (snorkeling, sea kayaking, and night Snorkel). Each year students say this is an outstanding environmental educational experience.

The trip is scheduled for leaving at 6:00 a.m. on October 28, 2019 and returning to MCMS on October 30, 2019 at approximately 4:00 p.m. The group will travel by buses (Southwinds Transportation). Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**FISCAL IMPACT:** The cost is \$389.00 per student(which includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Funding source is voluntary donations in the Unrestricted General Fund and is included in the 2019-20 adopted budget.

**ALTERNATIVES:**

1. Approve overnight trip for Medea Creek Middle School 7th Grade students to Catalina.
2. Do not approve overnight trip for Medea Creek Middle School 7th Grade students to Catalina.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** It is an outstanding opportunity to study the environment and biological science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Prepared by:  
Samantha Gottlieb, Dean of Student, Medea Creek Middle School  
Brad Benioff, Principal, Medea Creek Middle School

**BOARD MEETING, SEPTEMBER 17, 2019**

Approve overnight field trip for Medea Creek Middle School

7th Grade students

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 6<sup>TH</sup> GRADE STUDENTS – NOV 20-22, 2019 - PALI INSTITUTE, RUNNING SPRINGS, CA**

CONSENT

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**ISSUE:** Shall the Board of Education approve overnight trip for Medea Creek Middle School 6th Grade students?

**BACKGROUND:** Outdoor Education is a 6th grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for the 6th grade in a beautiful, safe and well-cared for environment.

Like past years, all interested 6<sup>th</sup> graders have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for leaving at 7:00 a.m. on November 20, 2019 and returning to MCMS on November 22, 2019 at approximately 1:45 p.m. The group will travel by buses (Southwinds Transportation). The camp is fully staffed and will be complemented by approximately 6-8 MCMS faculty/staff. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**FISCAL IMPACT:** The cost is \$395.00 per student (which includes transportation, classes, food and lodging). MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Funding source is voluntary donations in the Unrestricted General Fund and is included in the 2019-20 adopted budget.

**ALTERNATIVES:**

1. Approve overnight trip for Medea Creek Middle School 6th Grade students to Pali Institute, Running Springs, CA.
2. Do not approve overnight trip for Medea Creek Middle School 6th Grade students to Pali Institute, Running Springs, CA.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Amanda Bagheri, Asst. Principal  
Brad Benioff, Principal, Medea Creek Middle School



**BOARD MEETING, SEPTEMBER 17, 2019**

Approve overnight trip for Medea Creek Middle School  
6th Grade students

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' BASKETBALL TEAM FOR TEAM BUILDING EVENT TO OAK PARK HIGH SCHOOL GYM – NOVEMBER 1-2, 2019.**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the OPHS Girls' Basketball Team for a Team Building Event at OPHS Gym?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this overnight team building event scheduled for November 1-2, 2019 in Oak Park, CA. Approximately 26 athletes, and 4 OPHS female coaches will spend the night in the OPHS gym. They will arrive on Friday, November 1<sup>st</sup> at 8:30 p.m. and will depart Saturday, November 2<sup>nd</sup> at 8:00 a.m. Athletes and chaperones will stay in the Oak Park High School Gym. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**FISCAL IMPACT:** The cost is \$30.00 per athlete (which includes food, drinks and activities). OPHS sees that all interested athletes are able to attend, regardless of cost. Funding source is the ASB donation Fund and is included in the 2019-20 ASB Budget.

- ALTERNATIVES:**
1. Approve the overnight trip for Oak Park High School Girls' Basketball Team Building Event – Oak Park, CA.
  2. Do not approve the overnight trip for Oak Park High School Girls' Basketball Team Building Event – Oak Park, CA.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS, CA**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all fall sports team(s) (Boys' Beach Volleyball, Cheer, Cross Country, Football, Girls' Golf, Girls' Tennis and Girls' Volleyball) that might qualify for CIF Play-Offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**FISCAL IMPACT:** Funding source is the ASB Fund and is included in the 2019-20 budget.

**ALTERNATIVES:**

1. Approve overnight trip for the OPHS Athletic Team(s) who qualify for CIF Play-Offs.
2. Do not approve the trip for the OPHS Athletic Team(s) who qualify for CIF Play-Offs.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.i. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' VARSITY BASKETBALL TO DESERT HEAT WINTER CLASSIC TOURNAMENT – JANUARY 2-4, 2020.**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the OPHS Girls' Varsity Basketball to Indio, CA?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this tournament scheduled for January 2-4, 2020 in Indio, CA. Approximately 14 athletes, 4 OPHS coaches and 2-3 OPHS female parent volunteers will travel by district approved drivers in district and private vehicles. They will depart on Thursday, January 2<sup>nd</sup> at 8:30 a.m. and return Saturday, January 4<sup>th</sup> by approximately 10:00 p.m. Team and coach chaperones will stay at an Airbnb home. Parent chaperones will stay at a nearby hotel. Accept this as certification that the Principal has reviewed and verified that all required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**FISCAL IMPACT:** The cost is \$250.00 per athlete(which includes transportation, food and lodging.) Chaperones will be responsible for their expenses. OPHS sees that all interested athletes are able to attend, regardless of cost. Funding source is the ASB Donation Fund and is included in the 2019-20 ASB Budget.

**ALTERNATIVES:**

1. Approve overnight trip for Oak Park High School Girls' Varsity Basketball Team – Indio, CA.
2. Do not approve the overnight trip for Oak Park High School Girls' Varsity Basketball Team – Indio, CA.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.1.j. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE 2019 INTERNATIONAL LITERACY ASSOCIATION CONFERENCE- OCTOBER 9-12, 2019 IN NEW ORLEANS, LA**

CONSENT

**ISSUE:** Shall the Board of Education approve out of state travel for certificated employee to attend the 2019 International Literacy Association Conference?

**BACKGROUND:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. OPUSD is proposing to send **Susan Allen**, from Oak View High School, to the 2019 International Literacy Association Conference (October 9-12). The Conference is an exclusive training held for teacher leaders and focuses on research-based and peer-reviewed sessions on best practices in literacy which help create an inclusive learning environment. This conference will support OVHS as they align their curriculum with the new nature-based focus.

**FISCAL IMPACT:** The estimated cost of this conference is: Registration \$570 + Lodging \$870 + Airfare \$332 + meals \$300 = \$2072.00. Funding Source is the CSI Funds and is included in the 2019-2020 adopted budget.

- ALTERNATIVES:**
1. Approve out of state travel for certificated employee to attend 2019 International Literacy Association Conference in New Orleans, LA.
  2. Do not approve out of state travel for certificated employee to attend 2019 International Literacy Association Conference in New Orleans, LA

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.1.k. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE 2019 NATIONAL ALTERNATIVE EDUCATION ASSOCIATION CONFERENCE, OCTOBER 28-30, 2019 IN TAMPA, FL**

CONSENT

**ISSUE:** Shall the Board of Education approve out of state travel for certificated employees to attend the National Alternative Education Association Conference?

**BACKGROUND:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. OPUSD is proposing to send **KC Kelem & Randi Liepman**, from Oak View High School to the 2019 National Alternative Education Association Conference (October 28-30). The Conference is an exclusive training held for teacher leaders and it focuses on engaging and empowering alternative/non-traditional educators to positively impact students' lives, by providing resources, advocacy, and professional learning. This conference will support OVHS as they align their curriculum with the new nature-based focus.

**FISCAL IMPACT:** The estimated cost of this conference is: Registration \$450 + Lodging \$600 + Airfare \$480 + meals \$270= \$2470.50 per person for a total cost of \$4941.00. Funding Source is the CSI Funds and is included in the 2019-2020 adopted budget.

- ALTERNATIVES:**
1. Approve out of state travel for certificated employees to attend 2019 National Alternative Education Association Conference in Tampa, FL.
  2. Do not approve out of state travel for certificated employees to attend 2019 National Alternative Education Association Conference in Tampa, FL.

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.1.1. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE 2019 NATIONAL COUNCIL OF TEACHERS OF ENGLISH, NOVEMBER 21-24, 2019 IN BALTIMORE, MD.**

CONSENT

**ISSUE:** Shall the Board of Education approve out of state travel for certificated employee to attend the 2019 National Council of Teachers of English?

**BACKGROUND:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. OPUSD is proposing to send **Susan Allen**, from Oak View High School to the 2019 National Council of Teachers of English (November 21-24). The Conference is an exclusive training held for teacher leaders. Attending this conference will help develop strong strategies and best practices for teaching literacy, language, and composition. The staff member will learn new ideas for delivering instruction that engages students and addresses the most pressing needs within the school and district.

**FISCAL IMPACT:** The estimated cost of this conference is: Registration \$360+ Lodging \$800 + Airfare \$260 + meals \$400= \$1820.00. Funding Source is the CSI Funds and is included in the 2019-2020 adopted budget.

- ALTERNATIVES:**
1. Approve out of state travel for certificated employee to attend 2019 National Council of Teachers of English in Baltimore, MD.
  2. Do not approve out of state travel for certificated employee to attend 2019 National Council of Teachers of English in Baltimore, MD.

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT B.1.m. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS INSTRUCTIONAL MATERIALS, BOOKS, AND OR LIBRARY BOOKS**

CONSENT

**ISSUE:** Shall the Board approve the sale and/or disposal of obsolete or surplus instructional materials, books, and/or library books per the provisions of Education Code Section 60510?

**BACKGROUND:** The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code Section 60510 requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District. List of obsolete instructional materials follows for the board review. Only the High School Instructional Materials have some resale value. The middle schools books will need to be disposed.

**FISCAL IMPACT:** The estimated resale value of the high school books is \$3,652.00. The estimated cost of the destruction of the books which have zero resale value is \$650. This cost is included in the 2019-2020 adopted budget.

**ALTERNATIVES:**

1. Approve a motion declaring the following inventory of instructional materials and library books obsolete and/or surplus.
2. Do not approve a motion declaring the following inventory of instructional materials and library books obsolete and/or surplus.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



Retiring Textbook Data Sheet				
SCHOOL SITE	OPHS			
Name of Person Completing Form	Kevin Buchanan			
(ie: AP Math, or Special Ed)	Title of Item to be Retired	ISBN	Number of Books	Quality of Books
AP Psychology	Psychology	0-7167-2830-3	118	good/poor
AP Spanish	Temas	978-1-61857-222-6	115	good
French	Discovering French Bleu	0-618-03504-4	81	scrap
Computer	Fundamentals of Java	978-0-538-74492-8	75	good
Workbooks:				
Spanish 1	Cuaderno de Practica	978-1-68004-489-8	22	new
Spanish 2	Cuaderno do Practica	978-1-68004-635-9	22	new
Spanish 3	Cuaderno do Practica	978-1-68004-687-8	22	new
Government	Reading/Note Study Guide	978-0-328-98713-9	450	new
AP Psychology	Study Guide	978-0-7167-6137-2	59	new
SCHOOL SITE	Madea Creek Middle School			
Name of Person Completing Form	Brad Benioff			
(ie: AP Math, or Special Ed)	Title of Item to be Retired	ISBN	Number of Books	Quality of Books
World History	World History (6) Ancient Civilizations	978-0-618-53124-0	487	scrap
World History	World History (7) Medieval and Modern Times	978-0-618-53294-0	523	scrap
US History	Creating America (8) A History of the U.S.	978-0-618-55947-7	115	scrap
Life Science	Focus on Life Science (7)	0-13-201272-3	480	scrap
Physical Science	Focus on Physical Science (8)	0-13-201270-7	404	scrap
English	Timeless, Voices, Timeless Themes Copper Level (6)	0-13-054802-2	290	scrap
Spanish	En Espanol	978-0-618-30430-1	140	scrap

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.n. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL AND RESIDENTIAL PLACEMENT AND SERVICES FOR SPECIAL EDUCATION STUDENT (#1-19/20)**

CONSENT

**ISSUE:** Shall the Board of Education approve this contract for non-public school and residential placement and services for this student?

**BACKGROUND:** The IEP team recommended residential placement at Oak Grove Center in Murrieta, California for this ten-year-old fifth grade student. Oak Grove Center is certified by the state as a residential placement and has a certified non-public school on-site. The cost for the nonpublic school placement for 2019-2020 school year is \$33,000.00 and the cost for room and board and mental health services is \$123,982.68. The District will receive an estimated \$8,000.00 in LCFF funds for students in grades 4-6.

**FISCAL IMPACT:** The SELPA will reimburse the District for 50% of the costs for mental health support and room and board ((\$61,991.34) for a total reduction in costs to \$53,991.34. Funding sources include state and federal special education funds and general fund contribution.

- ALTERNATIVES:**
1. Approve this contract for residential and non-public school placement and services for this student.
  2. Do not approve this contract for residential and non-public school placement and services for this student.

**RECOMMENDATION:** Alternative #1

Prepared by: Susan Roberts, Director of Pupil 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.	_____	_____	_____	_____

**INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@opusd.org	
Student Last Name		Student First Name	
Grade		D.O.B.	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency		Oak Grove (#1-19/20)	
Address		24275 Jefferson Ave, Murrieta, CA 92562	
City, State, Zip			
IEP Coordinator Name			
Phone	(951) 677-5599	Fax	
E-Mail			
Program Administrator Name		Thad Snow	
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20	Number of Weeks	
Contract Begins	July 1, 2019	Ends	June 30, 2020

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>				165.00		180	20	33,000.00
<b>B. RELATED SERVICES</b>								
1. Mental Health Support								
2. Room and Board				10,331.89	Per month For 12 mos			123,982.68
3. Speech/Language a. Group								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
b. Individual c. Consultation								
4. Occupational Therapy a. Therapy b. Consultation								
					<b>TOTAL COST</b>		<b>\$156,982.68</b>	

**TOTAL ESTIMATED MAXIMUM BASIC EDUCATION and RELATED SERVICES COSTS: \$156,982.68**

Other Provisions/Attachments:

Progress Reporting Requirements:  Quarterly  Monthly  Other (Specify \_\_\_\_\_)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

\_\_\_\_\_  
(Name of Nonpublic School/Agency)

Oak Park Unified School District  
\_\_\_\_\_  
(Name of LEA)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Title)

Anthony W. Knight, Ed.D.  
\_\_\_\_\_  
(Name of Superintendent or Authorized Designee)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.o. APPROVE RESOLUTION NO. 19-20 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEARS 2018-19 AND 2019-20**

CONSENT

**ISSUE:** Shall the Board adopt Resolution No. 19-20 establishing the Oak Park Unified School District Gann Appropriation Limit for fiscal years 2018-19 and 2019-20?

**BACKGROUND:** The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school districts to annually adopt a resolution establishing its maximum appropriations limit. In compliance with this requirement, OPUSD Resolution No. 19-20 establishes the District’s revised actual Gann Limit for the 2018-19 fiscal year and its projected Gann Limit for the 2019-20 fiscal year. The resolution accompanies this report for the Board’s review and action.

The 2019-20 Gann Appropriation Limit is based on current budget estimates for 2019-20 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District’s Unaudited Actuals and will be submitted to the State Department of Education, and approved by the State Board of Education.

**FISCAL IMPACT:** None.

- ALTERNATIVES:**
1. Adopt Resolution No. 19-20, establishing the District’s Gann Appropriation Limit for fiscal years 2018-19 and 2019-20.
  2. Do not adopt Resolution No. 19-20.

**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	_____	_____	_____	_____

**Oak Park Unified School District**

**RESOLUTION NO. 19-20**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
ESTABLISHING THE “GANN” APPROPRIATION LIMIT  
FOR FISCAL YEARS 2018-19 AND 2019-20**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2018-19 fiscal year and a projected Gann Limit for the 2019-20 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2018-19 and 2019-20 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2018-19 and 2019-20 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 17th day of September 2019.

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Anthony W. Knight, Ed.D.  
District Superintendent and  
Secretary to the Board of Education

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b>	<b>2017-18 Actual</b>			<b>2018-19 Actual</b>		
(2017-18 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)						
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	32,501,932.01		32,501,932.01			33,869,965.63
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,413.08		4,413.08			4,436.05
ADJUSTMENTS TO PRIOR YEAR LIMIT	<b>Adjustments to 2017-18</b>			<b>Adjustments to 2018-19</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b>	<b>2018-19 P2 Report</b>			<b>2019-20 P2 Estimate</b>		
(2018-19 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)						
1. Total K-12 ADA (Form A, Line A6)	4,436.05		4,436.05	4,499.21		4,499.21
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,436.05			4,499.21
<b>C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2018-19 Actual</b>			<b>2019-20 Budget</b>		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	82,469.42		82,469.42	79,604.00		79,604.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	11,306,910.44		11,306,910.44	10,699,100.00		10,699,100.00
5. Unsecured Roll Taxes (Object 8042)	339,322.94		339,322.94	339,323.00		339,323.00
6. Prior Years' Taxes (Object 8043)	25,818.00		25,818.00	25,811.00		25,811.00
7. Supplemental Taxes (Object 8044)	260,079.35		260,079.35	168,827.00		168,827.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	79,651.32		79,651.32	305,010.00		305,010.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	4,562.93		4,562.93	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	12,098,814.40	0.00	12,098,814.40	11,617,675.00	0.00	11,617,675.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	12,098,814.40	0.00	12,098,814.40	11,617,675.00	0.00	11,617,675.00

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			451,358.33			453,552.65
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			451,358.33			453,552.65
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	26,046,728.53		26,046,728.53	28,352,166.00		28,352,166.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	(27,709.13)		(27,709.13)	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	26,019,019.40	0.00	26,019,019.40	28,352,166.00	0.00	28,352,166.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	46,625,319.54		46,625,319.54	46,260,157.00		46,260,157.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	75,525.08		75,525.08	32,753.00		32,753.00
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>			<b>2018-19 Actual</b>			<b>2019-20 Budget</b>
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			32,501,932.01			33,869,965.63
2. Inflation Adjustment			1.0367			1.0385
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0052			1.0142
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			33,869,965.63			35,673,429.53
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			12,098,814.40			11,617,675.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			532,326.00			539,905.20
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			22,222,509.56			24,509,307.18
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			22,222,509.56			24,509,307.18
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			55,684.90			25,596.66
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			12,154,499.30			11,643,271.66
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			22,166,824.66			24,483,710.52
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			12,154,499.30			
b. State Subventions (Line D8)			22,166,824.66			
c. Less: Excluded Appropriations (Line C23)			451,358.33			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			33,869,965.63			





**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.p. APPROVE CHANGE ORDER 1, MEASURE S PROJECT 19-19S, ART COURT PHASE 2 FENCING AT OAK PARK HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve Change Order 1, Measure S Project 19-19S, Art Court Phase 2 Fencing at Oak Park High School?

**BACKGROUND:** On June 18, 2019, the Board of Education awarded a construction contract for Project 19-19S, Art Court Phase 2 Fencing at Oak Park High School. During the course of the project a change of privacy slats was requested by the District which was not included in the original agreement. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. The total amount of Change Order 1, is \$1,820. It is recommended by District staff that the Board approve Change Order 1.

**FISCAL IMPACT:** If approved, the proposed change order will increase the original contract amount from \$15,535 to \$17,355, funded from the Measure S bond fund.

- ALTERNATIVES:**
1. Approve Change Order 1 to the contract with Fence Factory, for Measure S Project 19-19S, Art Court Phase 2 Fencing at Oak Park High School, in the amount of \$1,820, funded from Measure S bond fund.
  2. Do not approve the Change Order for Measure S Project 19-19S, Art Court Phase 2 Fencing at Oak Park High School.

**RECOMMENDATION:** Alternative No. 1

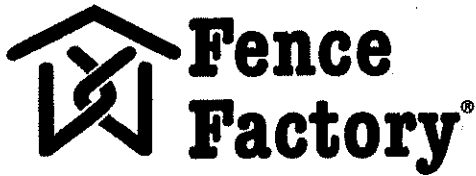
Prepared by:  
 Brendan Callahan, Directory Bond Program, Sustainability, Maintenance & Operations  
 Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted:

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

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

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



14110 Princeton Avenue – Moorpark, CA. 93021  
(818) 889-2240 (805) 497-9233 (805) 497-3479 Fax  
License Number, 275524 A, C-13

CHANGE ORDER AGREEMENT

08/15/2019

Job Name: Oak Park High School – OPUSD  
RE: Project 19-19S Art Court Phase 2 Fencing  
Address: 899 Kanan Road – Oak Park – 91377  
Contact: Leon Cavallo

Description of work as follows:

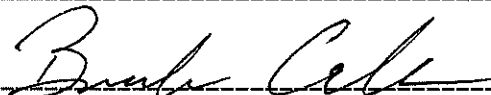
Change Privacy Slats On Project from Noodle Link to (Beige) – Privacy Master

Materials Only: \$1,820.00

THIS FORM MUST BE SIGNED, DATED AND EMAILED TO OUR OFFICE TO  
PROCEED WITH THE ADDITIONAL WORK THAT WAS REQUESTED

Note: This Change Order is bound by the same terms and conditions of the original proposal.

Print Name: Brendan Callahan

Signature: 

Date: 8/22/19

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.q. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-10S, COLLABORATIVE FURNITURE DISTRICTWIDE**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 19-10S, Collaborative Furniture Districtwide, contracted with Smith System Manufacturing, Natural Pod, Southwest School & Office, and Krueger/KI Furniture?

**BACKGROUND:** On June 18, 2019, the Board of Education authorized the award of contract for Measure S Project 19-10S, Collaborative Furniture Districtwide, contracted with Smith System Manufacturing, Natural Pod, Southwest School & Office, and Krueger/KI Furniture.

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 the related contract are included for the Board’s review. It is recommended that the Board approve the Notice of Completion accepting the finished project.

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

- ALTERNATIVES:**
1. Approve the Notice of Completion for Measure S Project 19-10S, Collaborative Furniture Districtwide, contracted with Smith System Manufacturing, Natural Pod, Southwest School & Office, and Krueger/KI Furniture.
  2. Do not approve the Notice of Completion Measure S Project 19-10S, Collaborative Furniture Districtwide.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

Brookside Elementary School, 175 Satinwood Avenue, Oak Park, CA 91377, Oak Hills Elementary School, 1010 Kanan Road, Oak Park, CA 91377, Red Oak Elementary School, 4857 Rockfield Street, Oak Park CA 91377, Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377 and Oak Park High School, 899 Kanan Road, Oak Park, CA 91377

That on or about September 17, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Smith System Manufacturing of Plano, TX, Natural Pod of BC, Canada, Southwest School & Office of Jurupa Valley, California and Krueger/KI Furniture of Greenbay, Wisconsin for Project 19-10S, Collaborative Furniture Districtwide, on certain real property hereinbefore described: that said building and improvements were actually completed on September 17, 2019: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.1.r. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-13S, SAFETY AND SECURITY FENCING AT OAK HILLS ELEMENTARY SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 19-13S, Safety and Security Fencing at Oak Hills Elementary School, contracted with Fence Factory?

**BACKGROUND:** On June 18, 2019, the Board of Education authorized the award of a contract for Project 19-13S, Safety and Security Fencing at Oak Hills Elementary School, contracted with Fence Factory. The work under this contract is now complete. 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 the related contract are included for the Board’s review. It is recommended that the Board approve the Notice of Completion accepting the finished project.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 19-13S, Safety and Security Fencing at Oak Hills Elementary School, contracted with Fence Factory of Moorpark, California.
2. Do not approve the Notice of Completion for Project 19-13S, Safety and Security Fencing at Oak Hills Elementary School.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

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

That on or about August 20, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory of Moorpark, California for Project 19-13S, Safety and Security Fencing, on certain real property hereinbefore described: that said building and improvements were actually completed on September 17, 2019: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.s. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-22S, KING JAMES COURT DEBRIS CLEARANCE**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 19-22S, King James Court Debris Clearance with Hughes General Engineering, Inc.?

**BACKGROUND:** On August 20, 2019, the Board of Education authorized the award of a contract for Measure S Project 19-22S, King James Court Debris Clearance, contracted with Hughes General Engineering, Inc.

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 the related contract are included for the Board to review. It is recommended that the Board approve the Notice of Completion accepting the finished project.

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

- ALTERNATIVES:**
1. Approve the Notice of Completion for Measure S Project 19-22S, King James Court Debris Clearance with Hughes General Engineering, Inc.
  2. Do not approve the Notice of Completion Measure S Project 19-22S, King James Court Debris Clearance.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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



Notice of Completion

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

Description: King James Court Upper Lot, Oak Park, California 91377

That on or about September 17, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Hughes General Engineering, Inc. of Camarillo, California for Measure S Project 19-22S, King James Court Debris Clearance, on certain real property hereinbefore described: that said building and improvements were actually completed on September 17, 2019; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*  
By Anthony W. Knight, Ed.D., Superintendent, Secretary to the  
Oak Park Unified School District Board of Trustees

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.1.t. APPROVE OUT OF STATE TRAVEL FOR CLASSIFIED EMPLOYEE TO ATTEND THE JAMF NATION USER CONFERENCE, MINNEAPOLIS– NOVEMBER 11-14, 2019**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park employee to attend the JAMF Nation User Conference in Minneapolis?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Vasean Everett will be attending the JAMF Nation User Conference in Minnesota taking place November 11-14 so that he can get further training on how to administer the JAMF Casper Suite desktop management system the district uses to remotely manage, configure, and deploy software to Macs and iPads around the district. This is the main venue where JAMF discusses the best practices, new software features, advanced techniques, and adjustments to management practices that are needed to maintain the district’s iPads and Macs. Because computer hardware, operating systems, and software are constantly evolving, the Tech Department needs at least one staff member per year to attend this conference to bring back the valuable knowledge that will directly impact keeping the district’s mission critical technology running.

**FISCAL IMPACT:** The estimated cost of this conference is: Registration \$799 + Lodging \$850 + Airfare \$475 + meals etc., \$300 = \$2424.00. Funding Source is the Technology Operations Budget and is included in the 2019-2020 adopted budget.

- ALTERNATIVES:**
1. Approve the out of state travel for employee to attend the JAMF Nation User Conference in Minneapolis.
  2. Do not approve the out of state travel for employee to attend the the JAMF Nation User Conference in Minneapolis.

**RECOMMENDATION:** Alternative #1

Prepared by: Enoch Kwok, Director of Technology

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: SEPTEMBER 17, 2019**  
**SUBJECT: B.2.a. APPROVE DISTRICT OF CHOICE REPORTING REQUIREMENTS**

ACTION

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**ISSUE:** The board will receive a report from staff related to the mandated reporting requirements set forth in Education Code 48313 for all District of Choice districts.

**BACKGROUND:** Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This annual report summarizes the students enrolled into Oak Park for the current school year of 2019-20. This report is due to adjoining districts and other agencies prior to October 15 of each school year. Following the board's review and approval this information will be disseminated to local adjoining districts, the County Office of Education, the State Superintendent of Instruction and the Department of Finance prior to October 15, 2019. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district under the DOC program, the race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals and the school district of residence of the transfers. The report shall also reflect the number of pupils who are classified as English learners or identified as individuals with exceptional needs. In addition to the data included in this report, the district is required to submit to adjoining districts information regarding the district's status as a school district of choice for the 2019-2020 school year. This information will be included in the cover letter that accompanies the annual report to all districts. The report for 2019-20 is included for the Board's review.

**FISCAL IMPACT:** The annual reporting requirement has no direct fiscal impact on the district's annual budget. However, if a District of Choice fails to report the required data, the State Superintendent shall withhold from the district's apportionment an amount attributable to the average daily attendance of all pupils enrolled through the school district of choice in the previous year. These funds are withheld until the school district reports the data.

**ALTERNATIVES:**

1. Approve the District of Choice Summary Report to adjoining districts
2. Do not approve the District of Choice Summary Report to adjoining districts.
3. Revise the District of Choice Summary Report to adjoining districts.

**RECOMMENDATION:** Alternative #1.

Prepared by:  
Stewart McGugan

**BOARD MEETING, September 17, 2019**  
District of Choice Reporting Requirements  
Page 2

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**2019-20 District of Choice Report to Adjoining Districts**

District	DOC	DOC	DOC Denied		**DOC	***DOC	DOC	EC46600	EC46600	EC46600	EC46600	#Total transfers into OPUSD	Fem	Male	EL	SP Needs	Free/ Reduced	Amer Ind	Asian	Pacific Isla	Filipino	Hispanic	Afric Amer	White	New Inters out of OPUSD^
	Applied	Accepted	1*	2*	Withdrawn	No Show	Attending	Applied	Accepted	Denied	Attending														
CVUSD	129	129	0	0	46	20	63	29	26	3	26	<b>89</b>	47	42	8	4	1	0	20	0	0	9	4	56	33
LVUSD	114	114	0	0	36	29	49	12	12	0	12	<b>61</b>	32	29	1	0	6	0	12	0	0	2	1	46	57
LAUSD	315	315	0	0	127	86	102	8	8	0	8	<b>110</b>	54	56	5	2	8	2	11	1	9	15	2	70	0
MUSD	21	21	0	0	4	1	16	5	5	0	5	<b>21</b>	8	13	1	1	0	1	10	0	0	1	0	9	3
SVUSD	91	91	0	0	39	13	39	9	6	3	6	<b>45</b>	23	22	1	0	2	0	14	0	4	10	1	16	2
Pleasant Valley	3	3	0	0	0	0	3	3	3	0	3	<b>6</b>	4	2	0	0	0	0	2	0	0	0	1	3	0
SM/Malibu	2	2	0	0	0	0	2	0	0	0	0	<b>2</b>	0	2	0	0	0	0	0	0	1	0	1	0	0
Other	8	8	0	0	6	0	2	10	10	0	10	<b>12</b>	6	6	0	0	0	1	3	0	3	0	1	4	0
	<b>683</b>	<b>683</b>	<b>0</b>	<b>0</b>	<b>258</b>	<b>149</b>	<b>276</b>	<b>76</b>	<b>70</b>	<b>6</b>	<b>70</b>	<b>346</b>	174	172	16	7	17	4	72	1	16	38	10	205	95
*Reasons:												(276 new students attending thru DOC and 70 attending thru 46600 for 2019-20)													
1 - No space due to established enrollment cap																									
2 - Denial for Other Reasons																									
3 - Not eligible due to 3% or 10% cap restriction from district of residence																									
** Withdrawn prior to May 1, 2019																									
*** No Show or withdrawn after May 1, 2019																									
# Total transfers into OPUSD - This number reflects all new District of Choice transfers, employment related transfers and EC 46600 transfers enrolled into Oak Park for school year 2019-20																									
^ Out of OPUSD - Number reflects the students in 18/19 school year who have transferred out of OPUSD under all types of transfers and includes students who moved to OP, but chose to stay at their previous schools.																									
There are no students from Oak Park transferring out to other districts under the District of Choice option.																									

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.2.b. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES REPORT FOR FISCAL YEAR 2018-19**

ACTION

**ISSUE:** Shall the Board review and accept the unaudited actuals of revenues and expenditures for fiscal year 2018-19?

**BACKGROUND:** On September 12, 2019, the Oak Park Unified School District closed the financial records for the 2018-19 fiscal year. As outlined in Education Code 42100, the district must report its financial records in the format prescribed by the Superintendent of Public Instruction. The concluding financial report of the fiscal year, the Unaudited Actual Financial Report must be submitted to the Ventura County Office of Education no later than September 15 of each year. The District’s independent auditor has until December 15 to review the unaudited actuals for completeness, accuracy, and federal and state compliance. The District has ended the 2018-19 fiscal year with an unrestricted General Fund ending balance that is sufficient to meet the Designated Amount for Economic Uncertainties required by Education Code. The 2018-19 Unaudited Actuals Report may be accessed at the following link: <https://t.ly/N0KMD>

**FISCAL IMPACT:** None; annual reporting mandated by Education Code 42100.

- ALTERNATIVES:**
1. Accept the unaudited actual revenues, expenditures, and fund balances report for fiscal year 2018-19 as presented.
  2. Do not accept the 2018-19 year-end actuals 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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.2.c. DISCUSSION ON UPDATED 2019-20 GENERAL FUND BUDGET ASSUMPTIONS AND APPROVE ADJUSTED RESOURCE ALLOCATIONS TO THE 2019-20 GENERAL FUND OPERATING BUDGET**

DISCUSSION/ACTION

**ISSUE:** Shall the Board of Education receive and discuss updated information pertaining to the District’s 2019-20 budget, and as appropriate, approve adjustments to the Adopted Budget as recommended by Administration?

**BACKGROUND:** At this evening’s meeting, Business and Administrative Services will provide the most current information pertaining to the 2019-20 operating budget. Included in this discussion will be the impact of the Unaudited Actuals on the 2019-20 Adopted Budget’s Beginning Balance, updated 2019-20 budget assumptions, and Administration’s recommendations for adjustments to budgeted allocations necessary to create an operating budget that provides a net increase to the *Unrestricted Ending Fund Balance*.

**FISCAL IMPACT:** Upon the Board’s approval, the adjusted resource allocations will be actualized in the District’s 2019-20 operating budget.

- ALTERNATIVES:**
1. Approve adjustments to the District’s 2019-20 Adopted Budget.
  2. After discussion, provide direction in changing Administration’s recommended adjustments to the 2019-20 Adopted Budget.
  3. Do not approve the recommended adjustments to the 2019-20 Adopted Budget.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.2.d. APPROVE SPENDING PLAN FOR 2019-20 EDUCATION PROTECTION ACCOUNT FUNDS**

ACTION

**ISSUE:** Shall the Board review and discuss the proposed spending plan for the 2019-20 Education Protection Account funds as required by Propositions 30 and 55?

**BACKGROUND:** In November 2012, California voters approved Proposition 30, which established the Education Protection Account (EPA). All temporary tax revenues collected from Proposition 30 over the next 7 years for income tax and 4 years for sales tax, are collected into the Education Protection Account and distributed to K-12 and Higher Education. Proposition 55, approved by California voters in 2016, continued the tax rates for this purpose through 2030.

There are several requirements for local spending determination, disclosure, and reporting on the use of the EPA funds. The governing board must determine the use of the EPA funds in an open session of a public meeting. The EPA funds must be accounted for separately and not used for administrative costs. Additionally, Districts are required to annually report on their website an accounting of the EPA funds received and how those funds were spent.

The proposed OPUSD spending plan for the 2019-20 Education Protection Account accompanies this report for the Board’s information and review.

**ALTERNATIVES:**

1. Approve the proposed 2019-20 EPA Spending Plan as presented.
2. After discussion, direct the Administration to make specified revisions to the proposed 2019-20 EPA Spending Plan.

**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	_____	_____	_____	_____



Model OB20-01 Projected Budget 2019-20

Fiscal Year 2019/20

Fund 010 General Fund

Revenue	Description	Amount	Percentage of Sources
8000	Revenue	6,771,778	100.00%
<b>Total Revenue</b>		<b>6,771,778</b>	<b>100.00%</b>

Expenditure	Description	Amount	Percentage of Sources
<b>1000 Certificated Salaries</b>			
1100	Teachers' Salaries	6,771,778	100.00%
<b>Total 1000</b>		<b>6,771,778</b>	<b>100.00%</b>
<b>Total Expenditure</b>		<b>6,771,778</b>	<b>100.00%</b>

Starting Balance	0
+ Revenues	6,771,778
- Expenditures	6,771,778
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	6,771,778
<b>= Total Sources</b>	<b>6,771,778</b>

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	6,771,778	100.00%
2000			%
3000			%
4000			%
5000			%
6000			%
7000			%
<b>- Total Expenditures</b>		<b>6,771,778</b>	<b>100.00%</b>
<b>- Total Budgeted Reserves and Fund Balance</b>		<b>0</b>	<b>.00%</b>
<b>= Unappropriated Balance</b>		<b>0</b>	<b>.00%</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.2.e. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

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

**BACKGROUND:** The following donations have been made to the District:

Site/Program	Gift/Donor	Gift
Oak Park High School – Rocket Team	Lewis and Alison Siewert	\$1,000
Oak Park High School Garden	Meyer lemon tree and two Blueberry plants - Armstrong Garden Centers	\$70

**RECOMMENDATION:** Accept the donations 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: SEPTEMBER 17, 2019**  
**SUBJECT: B.2.f. APPROVE AND AUTHORIZE MEASURE S PROJECT 18-21S, CLASSROOM REPLACEMENT (6) AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

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**ISSUE:** Shall the Board approve and authorize Measure S Project 18-21S, Classroom Replacement (6) at Medea Creek Middle School?

**BACKGROUND:** At its meeting on March 20, 2018, the Board approved the 2018 Measure S Bond Priority Projects Plan as recommended by the Measure S Planning Committee, and direct staff to proceed with its implementation. This included Measure S Project 18-21S, Classroom Replacement (6) at Medea Creek Middle School authorizing construction documents and solicitation of bids upon the final plan approval. It is expected that the plans for this project will be received from the Division of the State Architect (DSA) approval prior to the October board meeting. Construction management consultant Balfour Beatty Construction (BBC) has reviewed the plans and revised the project budget. Direct construction costs are estimated at \$4,964,569, including 30% for soft costs and a 10% contingency. A copy of BBC's analysis follows for the Board's information and review (Support Documentation Expected Tuesday). It is recommended that the Board approve the budget for Measure S Project 18-21S, Classroom Replacement (6) at Medea Creek Middle School, and authorize staff to proceed with solicitation of bids for this work.

**FISCAL IMPACT:** Included in the Measure S Master Plan, the proposed contract will be funded from Fund 211, the Measure S bond fund. The recommended approval and authorization will increase the budget for this Measure S project by \$471,740.

**ALTERNATIVES:**

1. Approve and authorize Measure Project 18-21S, Classroom Replacement (6) at Medea Creek Middle School, establishing a budget of \$4,964,569.00 to be funded from Measure S bond fund, and authorize staff to proceed with the solicitation of bids for this work.
2. Do not approve this project 18-21S, Classroom Replacement (6) at Medea Creek Middle School.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**BOARD MEETING, SEPTEMBER 17, 2019**

Approve and authorize Measure S Project 18-21S,  
Classroom Replacement (6) at Medea Creek Middle School  
Page 2

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

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



**Budget Status Report**  
Budget versus Commitments and Expenditures

**Medea Creek Middle School - 18-21S Classroom Replacement**

Budget Group/Object Code	Budget	Commitments		Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Total Expenditures	% Budget Spent
<b>A - Site</b>					
6174 - Surveying Costs	40,000	1,530	3.8%	1,530	3.8%
6176 - Site Testing	6,650	6,650	100.0%	6,650	100.0%
	<b>46,650</b>	<b>8,180</b>	<b>17.5%</b>	<b>8,180</b>	<b>17.5%</b>
<b>B - Planning</b>					
6250 - Architect/Engineering Fees	355,000	326,242	91.9%	233,841	65.9%
6251 - DSA Fees	73,022	50,569	69.3%	50,569	69.3%
6259 - Other Costs - Planning	1,512	1,012	66.9%	1,012	66.9%
	<b>429,535</b>	<b>377,823</b>	<b>88.0%</b>	<b>285,421</b>	<b>66.4%</b>
<b>C - Construction</b>					
6209 - Main Construction Contractor	3,273,949	19,496	0.6%	19,496	0.6%
6209 - 5% Escalation	163,697				
6272 - Construction Mgmt Fees	246,000	40,926	16.6%	40,926	16.6%
	<b>3,683,646</b>	<b>60,422</b>	<b>1.6%</b>	<b>60,422</b>	<b>1.6%</b>
<b>E - Inspection</b>					
6290 - Construction Inspection	260,000	-	0.0%	-	0.0%
	<b>260,000</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>F - Furniture &amp; Equipment</b>					
6400 - Capitalized Equipment	217,344	-	0.0%	-	0.0%
	<b>217,344</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>G - Project Contingency</b>					
6299 - Project Contingency	327,395				
	<b>327,395</b>				
<b>Totals</b>	<b>4,964,569</b>	<b>446,425</b>	<b>9.0%</b>	<b>354,023</b>	<b>7.1%</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.2.g. APPROVE CONSULTANT AGREEMENT FOR ELEMENTARY AND MIDDLE SCHOOL GARDEN PROGRAM**

ACTION

**ISSUE:** Shall the Board approve a consultant agreement for the elementary and middle school garden program for the 2019-20 fiscal year?

**BACKGROUND:** OPUSD plans to enter the 5<sup>th</sup> year of a coordinated and integrated Gardening Program for grades K-5. This articulated plan now fully integrates NGSS science standards, environmental literacy, and nutrition. There is also increased coordination between the garden program and Oak Park Nutrition. In response to a request by District administration, 2Eden Design Studio has submitted the accompanying proposal to provide a school garden program. Staff has reviewed the proposal and interviewed 2Eden Design Studio’s principal, Debra Leith, and enthusiastically recommends that the Board approve the agreement with 2Eden Design Studio for these services.

**FISCAL IMPACT:** The cost of the agreement is \$54,231.00 plus other expenses related to supplies (estimated not to exceed \$1,000). This is a General Fund expense of which, \$36,700 is currently budgeted. The additional \$17,531.00 would be an added expense to the 2019-20 budget.

- ALTERNATIVES:**
1. Approve a consultant agreement for the elementary and middle school garden program for the 2019-20 fiscal year.
  2. Do not approve a consultant agreement for the elementary and middle school garden program for the 2019-20 fiscal year.

**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	_____	_____	_____	_____



September 12, 2019

Jay Greenlinger  
Director of Curriculum & Instruction  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Dear Mr. Greenlinger,

**OPUSD SCHOOL GARDENS PROGRAM – CONTRACT 2019-2020**

Following a very successful fourth year of programming, thank you for the invitation to present a proposal to continue to provide a School Garden Program for Oak Park Unified School District for the 2019-2020 school year. We are delighted to once again be considered as a potential service provider for this important program and look forward to continuing 'Growing with OPUSD' to support the education of compassionate and creative global citizens.

The scope of our proposed service provision is outlined below.

SCOPE AND MANNER OF SERVICE PROVISION

LOCATION

The contract will be delivered at the following district campuses:

- Oak Park Neighborhood School
- Oak Hills Elementary
- Red Oak Elementary
- Brookside Elementary
- Medea Creek Middle School

SESSION BREAKDOWN

The contract will be divided into five sections as follows:

- 1) Program development including standards and curriculum aligned lesson planning and preparation (October 2019 – May 2020) 120 hours total.

(Continued/)

- 2) Elementary grades 4&5 – Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related experience (October to December 2019 – 135 hours).
- 3) Elementary grades 2&3 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related experience (January to March 2020 – 135 hours).
- 4) Elementary grades TK-1 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related experience (March to May 2020 – 135 hours).
- 5) OPNS – Delivery of 1 hour of age appropriate garden instruction each week for 30 weeks, garden preparation and planting (October to May – 30 hours)
- 6) MCMS – Delivery of 45 mins instruction/supervision/mentoring of the MCMS Garden Club each week for 30 weeks and weekly activity preparation (October to May – 22.5 hours)

## CONTENT

Specific content will be defined during lesson planning however provision will be aligned to Common Core and Next Generation Science Standards and prepared/delivered according to the direction of OPUSD's Director of Curriculum & Instruction.

Additional services are available on request but are outside the scope of this contract.

## PAYMENT FOR SERVICES

Payment for services is requested as a three-payment plan based on each 3-month delivery window. The proposed payment schedule is as follows and invoices can be submitted up to 30 days in advance to allow for processing time:

3rd October 2018 - \$18,077.00

9<sup>th</sup> January 2019 - \$18,077.00

12<sup>th</sup> March 2019 - \$18,077.00

TOTAL CONTRACT SERVICE PROVISION VALUE - \$54,231.00\*  
(2019-20 estimate includes 2018-19 CPI increase @ 1.8%)

**MATERIALS COSTS** - In addition to services provision, and as in previous years, budget allocation also identified for materials necessary to service the garden program. Materials costs include plants and seeds, project materials (taken home by students), containers for seeding, planting, materials for experiments, and miscellaneous purchases to replace worn items such as hose sprays, buckets and watering cans. Where possible, items are recycled and only recyclable items purchased, minimal plastics are used, and only organic and heirloom varieties purchased. Receipts for purchases are always provided. Donations are sourced where possible.

(Continued/)



MATERIALS BUDGET RECOMMENDATION - \$1,000.00 per year (based on materials costs incurred over the past 4 years of program)

This year, in addition to the program materials budget provision, it is recommended that provision also be allocated for the following, which are key components in facilitating the program (though not considered part of this contract service provision or program materials allocation) but, we are more than happy to provide advice on necessary quantities, suitable products and best practices for healthy, sustainable, vegan, organic and chemical-free gardens.

- Compost and soil amendments for each planting bed of each of the school gardens (provided every previous year with the exception of last year 2018-19).
- Repairs to the OHES planting beds and garden paths impacted/burned by fire (necessary repairs following fire damage and, to return the garden to a usable/fit for purpose condition)
- Regular maintenance/upkeep of the walking/teaching areas in the temporarily relocated Brookside Garden. Currently not included in cyclical maintenance (likely due to the garden previously being on woodchips and weed barrier but, since relocation, now surrounded by grass and plagued by knee high weeds and stingers)

## 2EDEN STANDARD TERMS AND CONDITIONS

### Services from other vendors

All services and materials required from other vendors will be agreed directly by you with the vendor and payment made directly to the vendor and in accordance with the vendor's terms and conditions. 2eden design does not accept any responsibility for other service or materials providers or the services/materials provided by them. If requested, we do work hard however to connect you with vendors that have a great track record, previous experience relative to your project and have proven themselves in providing a quality service or product.

Discretionary design and planning approvals are not guaranteed as part of our service and sometimes result in a change of scope of work or design concept to satisfy the agenda of a committee or agency. Because of this, changes to the level and type of service provision as a result of discretionary reviews are not included in this estimate and the contract will need to be renegotiated and revised accordingly and in agreement with the service provider and Oak Park Unified School District.

Surveying, soils testing/geology reports, grading plan and environmental reports are not included as services provided by 2eden landscape design unless otherwise specified in writing. At this time, it is recommended that soils testing should be undertaken at each site either by students as part of Next Generation Science Standards teaching and aligned to the study of soils or as an independent test to assess the quality and constituents of the existing soil and to inform the requirement for amendment to improve fertility and maximize growing potential. Alternatively, 2eden design highly recommend soils testing from University of Massachusetts, Soil and Plant Tissue Testing Laboratory (also recommended by the UCCE California Master Gardener program), which provides comprehensive analysis for as little as \$15 per sample. [www.soiltest.umass.edu](http://www.soiltest.umass.edu). The decision and provision of funds to soil test ultimately rests with OPUSD and, although recommended as good practice, does not in any way impact the provision of this contract.

(Continued/)

Estimate and compensation

Services described in the proposal will be provided and billed as the payment schedule outlined on page 2 of this contract, until the scope of work is complete or the client orders work to stop. Limitation of fees, if applicable, shall be described in the scope of work. At this stage, we estimate payment for services to be no more than \$54,231.00.

Bills for services rendered and reimbursable expenses are included in this contract. Balances unpaid after thirty (30) calendar days will accrue interest from the date of invoice at the rate of one and one-half percent per month.

Termination

Either party may terminate this agreement with 21 days prior written notice. All fees accumulated up to the date of termination are due and payable.

Dispute resolution

The parties agree that, in the event of any dispute under the contract in which the amount sought is \$10,000.00 or less, any litigation to resolve the dispute shall be brought only in the Ventura County Small Claims Court. If the amount in dispute exceeds \$10,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. The cost of the mediator shall be borne equally by the parties. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration before a mutually agreed upon arbitrator. The prevailing party in the arbitration shall be entitled to the reimbursement of his/her attorney's fees and costs from the non-prevailing party. If the matter is settled at any time prior to the arbitrator's rendition of an award, each party shall bear its own costs and expenses, including attorney's fees, and the arbitrator's fees shall be borne equally by the parties.

Additional services

Additional services not in the scope of this agreement may be provided at the written direction of the client, at rates to be agreed in advance of provision. The client may request a written revision to the original agreement or an additional agreement for added services prior to commencing additional work.

Independent Contractor

It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

Insurance

Contractor shall, at Contractor's sole cost and expense, provide for and maintain in force and effect, from the commencement of services until expiration of this Agreement, a policy or policies of insurance covering Contractor's services. All insurance shall be with an insurance company with a rating of A or better, as rated by the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858 and authorized to conduct business in the State of California.

(Continued/)

Required insurance coverage shall include: Comprehensive general liability and property damage insurance and comprehensive automobile liability insurance covering activities and operations of the Contractor. Such liability insurance shall provide a minimum coverage of \$1,000,000.

Contractor shall furnish to District, prior to commencement of services under this Agreement, Certificates of Insurance as evidence of the coverage and limits stated above. Certificates of Insurance shall:

- A. Name the District as additional insured.
- B. Provide a minimum of 30 days advance written notice of cancellation or material changes.
- C. State that coverage afforded the District, as additional insured shall apply as primary and not excess to any insurance issued the District.

Indemnification

Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

Thank you again for your interest in our school garden program provision. If you have any questions regarding this proposal, please don't hesitate to contact me by phone or email.

Sincerely,



Debra Leith  
Certified Landscape Designer & Master Gardener  
2eden studio – design.garden.grow



CONTRACT FOR SERVICES RENDERED

This is a contract entered into by 2eden studio (hereinafter referred to as "the Provider") and Oak Park Unified School District (hereinafter referred to as "the Client") on this date \_\_\_\_\_.

The Provider's place of business is 5555 Fairview Place, Agoura Hills, CA 91301 and the Client's place of business is 5801 Conifer Ave, Oak Park, CA 91377.

The Client hereby engages the Provider to provide services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services – as described in pages 1&2 of the above contract. The Client shall pay the Provider for services rendered according to the Payment Schedule on page 2 of the above contract, within thirty (30) calendar days of the date on any invoice for services rendered from the Provider.

Should the Client fail to pay the Provider the full amount specified in any invoice within calendar days of the invoice's date, a late fee equal to 1.5% shall be added to the amount due and interest of percent per month shall accrue from the calendar day following the invoice's date.

APPLICABLE LAW

This contract shall be governed by the laws of the County of Ventura in the State of California and any applicable Federal law.

SIGNATURES

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

\_\_\_\_\_

(Printed Name of Client or agent)

\_\_\_\_\_

(Signature of Client or agent) (Date)

Debra Leith, 2eden design

(Printed Name of Provider or agent)

 09.12.19

(Signature of Provider or agent) (Date)

# 2eden design studio

lifestyling for landscapes and homes



September 12, 2019

Jay Greenlinger  
Director of Curriculum and Instruction  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Dear Mr. Greenlinger,

## **OPUSD SCHOOL GARDENS PROGRAM – YEAR 4 REVIEW AND YEAR 5 CONTRACT**

Thank you once again for your invitation to submit a proposal to provide a fifth year of School Garden Programming.

Section One (pages 2-9) is our annual review of program achievements for 2018-2019.

In 2019-20 we intend to continue to connect and align to curriculum standards and to continue to ensure that content is fresh and engaging. Building on a four-year foundation, we will have students this year that have a full elementary school foundation in garden instruction and we look forward to advancing into new territory and even more advanced concepts with them. Later in the year we will continue to build foundation knowledge with younger students and welcome new students to the wonderful and exciting world of plants, gardens, environmental stewardship and exploring how their food is grown. We are also especially pleased this year to present a new theme of 'The Purpose and Importance of Flowers' and, we look forward to showcasing and making flower science, biology, evolution, structure and function a major focus in the delivery of this year's program.

Section Two (pages 9-10) of this document includes a draft curriculum topic outline.

## **SECTION ONE: ANNUAL REVIEW**

### FALL 2018

We provided two garden instructors for 1 day per week at each of the elementary schools. We began with a 6-week block of lessons for all 4<sup>th</sup> & 5<sup>th</sup> grade students and each class received 30 minutes of garden instruction per week. Students were provided clipboards and encouraged to take notes in a style of their choosing – written, diagrams, vocabulary. Areas of instruction covered were:

#### **Week one focus – Introduction to Trees**

Introduction Center - Class Tree of Knowledge of the Knowledge of Trees!

Information gathering exercise in the style of Readers/Writer's Workshop. Gathering tree facts on Post-Its to fill in a poster size tree canopy. The canopy was then displayed in each class, returned to the garden with the class each week, and more facts were added over the 6-week program and as the student's knowledge of trees increased.

#### **Tree topic 1 – Urban Forests**

What is an Urban Forest and why are they important?

Air – sequestration/removing carbon dioxide, filtering pollution including ozone gases, savings lives through actively preventing over half a million breathing illnesses.

Water – prevent erosion from storms, keeping the water cycle cleaner through filtration, physical barriers, replenishing groundwater, mitigating against flooding.

Energy – Providing shade, reducing heat build-up, saving energy keeping buildings cool, providing wind barriers, reducing power needs for heating and cooling.

Health – encouraging healthier lifestyles, reducing asthma, stress, hyperactivity and attention disorders, reducing sun exposure and reducing the risk of skin cancer, providing health fruits and nuts, providing meeting places for socializing, contribute to wellbeing and healthier communities.

Jobs – Creating jobs, supporting 60,000 jobs already, bringing \$3.6 billion to California's economy, goods and services sell for 12 percent more in communities with lots of trees!

Community – communities with lots of trees have higher house prices, more valued place to live, attractive to businesses, cutting power costs of running businesses.

#### **Week two – Tree Trunks as Transporters**

How water moves through the trunk of a tree. Entering through the roots – definition and purpose of a Taproot. A taproot seeks water, often very far down (30-60ft) in the groundwater. Lateral roots – definition and purpose. Root hairs – definition and purpose. A tree's superpower is being able to sense where water is and grow roots towards it. Nutrients are also absorbed by the roots, carried in the water up the trunk.

Trunk structure as seen vertically from top to bottom and horizontally, through a tree cookie.

Heartwood – purpose, definition, structure – the role of Pitch and Resin.

Sapwood/Xylem – purpose, definition, structure – how do they work? No pump or engine to send water up the trunk. Proposing hypotheses to explain water traveling up a trunk. Challenging each hypotheses until we get to the right scientific explanation or closest to it. Explanation of the impact of internal and external air pressures on the ability of the xylem to transport water up the trunk. The role of the leaves in helping achieve negative pressure within the xylem and the ultimate release of water under pressure as water vapor into the air.

Evaporation and Transpiration = Evapotranspiration.

Cambium/Phloem – purpose, definition, structure.

### **Week three – Tree leaves and their role in processing air and water**

Experiment 1 – Evapotranspiration. Tree with clear bag tied over some leaves. Explaining and reinforcing the science that water enters through the roots, up the stem/trunk, into the leaves where it is released as water vapor under pressure, into the air. See it to believe it and understand it better.

Experiment 2 – Respiration in leaves. Gas exchange of CO<sub>2</sub> for O<sub>2</sub>. Clear cups with water and leaves weighted underwater. Examining, looking for signs of O<sub>2</sub>. Very visible bubbles on leaf surfaces, especially on the bottom of the leaf where there are more stomata. See it to believe it and understand it better. Draw it and label it.

Experiment 3 – Photosynthesis and chlorophyll. Leaves rely on sunlight, water, carbon dioxide and a colored chemical inside the leaf called Chlorophyll. Chlorophyll captures sunlight energy for the process of photosynthesis. It looks green because it only reflects green light waves. It actually takes in red and blue light waves as these are the colors plants need to grow, bloom and produce fruits and seeds. Chlorophyll hides the true colors of leaves. Acts like a cloak. Chlorophyll breaks down in the fall, especially in deciduous trees. It no longer is the strongest color, that is why leaves look like they change color in the fall, but their real colors have been there all along, masked by the strength of the chlorophyll. Different leaves in jars of alcohol, filter paper. The paper soaks up the colored water and reveals the true color of the leaf under the Chlorophyll. Chlorophyll A (blue green), Chlorophyll B (yellow green), Carotenoids (orange), Anthocyanins (red), Xanthophylls (yellow). Match the color to the name, color 5 leaves and label.

### **Week four – Trees give us wood**

The primary physical material that we get from trees. So many different kinds, each with different properties, strengths, weaknesses, purposes. Different costs, depending on where it comes from and what it can be used for.

Hardwoods – mostly come from Deciduous trees (explaining the difference)

Softwoods – mostly come from Evergreen trees (explaining the difference)

Students touch and feel a hardwood and softwood board/plank to see if they can tell the difference. Students discuss what would be good uses for hardwoods and softwoods and why they are chosen in different situations.

Stiffness, strength, flexibility, finish beauty, durability, light and heavy.

Cuts of wood – center cut (featuring the Heartwood which is strong). Outside cut (cheaper and featuring the Sapwood which is lighter and may have knots). What actually is a knot? Can be a weakness weakness in a wood board for a project.

Center activity – Imagineering. If you were to build your own treehouse, what would be the design features? How would you get up and down? How many levels would it have? What sort of features and utilities? What shape would it be? What wood would you use, where and for what purpose?

### **Week five – FSC and Treehouse design continued**

Sustainable sources of wood – FSC logo and what it means to manage a forest sustainably.

Center 1 - Looking at drawings and photos of treehouses for inspiration. Pick a drawing to inspire you and draw your own treehouse. Recall your list of features. Pencil shading. Technical call outs/labels.

Center 2 – Holliday center - Using wood and natural things for holiday decorations. Reduce plastic purchases and get back to basics by creating beautiful, natural holiday decorations. Collect fallen tree litter, sticks, leaves, branches, add some glue, ribbon, sparkles and make a beautiful snowflake decoration and mobile. Use fallen pine cones, toss them in cinnamon and glitter and tie with a ribbon for a scented decoration. Even just a bowl of pine cones looks great. Each student makes and takes home a wooden snowflake decoration.

### **Week six – Fruit trees - Pomegranate**

Trees that give us food. Name lots of types of trees that provide food. Obvious ones and not so obvious. Remembering that trees also give us nuts and maple syrup!

Fun facts about Pomegranates. Nativity. Growth habit. Deciduous. Flowering. Self fruitful (does not require a second tree for pollination). History. Preservation. One of the oldest known fruits. Features in practically every religion and religious text. Latin name and what it means. Superfruit. Longevity. 760 different varieties. Not related to any other fruit.

Pomegranate juice tasting.

Center 1 – Collecting Pomegranate seeds, preparing and cleaning ready for planting. Plant your very own Pomegranate tree.

Center 2 – Make plant marker for your Pomegranate seedling. Draw the plant, label and add care instructions.

Presentation of certificates.

### FALL SESSION OPNS & MCMS

During Fall 2018, OPNS students had a garden scavenger hunt, planted seeds, mixed and dug soil, planted garlic, watered, were greenhouse helpers, collected sticks and made holiday snowflake decorations, made a treehouse collage, listened to ‘A Tree is Nice’ (storytime) and art project, planted Pomegranate seeds and tasted Pomegranate juice.

At the MCMS Garden Club members researched and began the process of succulent propagation from leaves of existing plants. They foraged for ornamental cuttings around the school campus and made floral arrangements for the District of Choice presentation evening. They tended the club garden beds, planted seeds and watered. They harvested herbs and potatoes.

### WINTER 2019

We provided two garden instructors for 1 day per week at each of the elementary schools. This next 6-week block of lessons was for all 2<sup>nd</sup>- 3<sup>rd</sup> grade students and each class received 30 minutes of garden instruction per week. The areas of instruction covered were:

### **Week one focus – Introduction to Trees**

Introduction Center - Class Tree of Knowledge of the Knowledge of Trees!



Information gathering exercise in the style of Readers/Writer's Workshop. Gathering tree facts on Post-Its to fill in a poster size tree canopy. The canopy was then displayed in each class, returned to the garden with the class each week, and more facts were added over the 6-week program and as the student's knowledge of trees increased.

### **Tree topic 1 – Urban Forests**

What is an Urban Forest and why are they important?

Air – sequestration/removing carbon dioxide, filtering pollution including ozone gases, savings lives through actively preventing over half a million breathing illnesses.

Water – prevent erosion from storms, keeping the water cycle cleaner through filtration, physical barriers, replenishing groundwater, mitigating against flooding.

Energy – Providing shade, reducing heat build-up, saving energy keeping buildings cool, providing wind barriers, reducing power needs for heating and cooling.

Health – encouraging healthier lifestyles, reducing asthma, stress, hyperactivity and attention disorders, reducing sun exposure and reducing the risk of skin cancer, providing health fruits and nuts, providing meeting places for socializing, contribute to wellbeing and healthier communities.

Jobs – Creating jobs, supporting 60,000 jobs already, bringing \$3.6 billion to California's economy, goods and services sell for 12 percent more in communities with lots of trees!

Community – communities with lots of trees have higher house prices, more valued place to live, attractive to businesses, cutting power costs of running businesses.

### **Week two – Tree Trunks as Transporters**

How water moves through the trunk of a tree. Entering through the roots – definition and purpose of a Taproot. A taproot seeks water, often very far down (30-60ft) in the groundwater. Lateral roots – definition and purpose. Root hairs – definition and purpose. A tree's superpower is being able to sense where water is and grow roots towards it. Nutrients are also absorbed by the roots, carried in the water up the trunk.

Trunk structure as seen vertically from top to bottom and horizontally, through a tree cookie.

Heartwood – purpose, definition, structure – the role of Pitch and Resin.

Sapwood/Xylem – purpose, definition, structure – how do they work? No pump or engine to send water up the trunk. Proposing hypotheses to explain water traveling up a trunk. Challenging each hypotheses until we get to the right scientific explanation or closest to it. Explanation of the impact of internal and external air pressures on the ability of the xylem to transport water up the trunk. The role of the leaves in helping achieve negative pressure within the xylem and the ultimate release of water under pressure as water vapor into the air.

Evaporation and Transpiration = Evapotranspiration.

Cambium/Phloem – purpose, definition, structure.

### **Week three – Fruit trees - Pomegranate**

Trees that give us food. Name lots of types of trees that provide food. Obvious ones and not so obvious. Remembering that trees also give us nuts and maple syrup!

Fun facts about Pomegranates. Nativity. Growth habit. Deciduous. Flowering. Self fruitful (does not require a second tree for pollination). History. Preservation. One of the oldest known fruits. Features in practically every religion and religious text. Latin name and what it means. Superfruit. Longevity. 760 different varieties. Not related to any other fruit.

Center 1 – Collecting Pomegranate seeds, preparing and cleaning ready for planting. Plant your very own Pomegranate tree.

Center 2 – Make plant marker for your Pomegranate seedling. Draw the plant, label and add care instructions.

### **Week four – Different trees and the job of leaves**

Explanation of Deciduous and Evergreen trees. What this means for each type of tree and how it produces and stores its food - Photosynthesis. What is Photosynthesis? How can we actually see some of the elements of photosynthesis happening? What happens when a deciduous tree loses its leaves? How does it survive the winter?

Experiment 1 – Evapotranspiration. Tree with clear bag tied over some leaves. Explaining and reinforcing the science that water enters through the roots, up the stem/trunk, into the leaves where it is released as water vapor under pressure, into the air. See it to believe it and understand it better. Draw the experiment and label.

Experiment 2 – Respiration in leaves. Gas exchange of CO<sub>2</sub> for O<sub>2</sub>. Clear cups with water and leaves weighted underwater. Examining, looking for signs of O<sub>2</sub>. Very visible bubbles on leaf surfaces, especially on the bottom of the leaf where there are more stomata. See it to believe it and understand it better. Draw the experiment and label it.

### **Week five – Trees give us wood**

The primary physical material that we get from trees. So many different kinds, each with different properties, strengths, weaknesses, purposes. Different costs, depending on where it comes from and what it can be used for.

Hardwoods – mostly come from Deciduous trees (explaining the difference)

Softwoods – mostly come from Evergreen trees (explaining the difference)

Students touch and feel a hardwood and softwood board/plank to see if they can tell the difference. Students discuss what would be good uses for hardwoods and softwoods and why they are chosen in different situations.

Stiffness, strength, flexibility, finish beauty, durability, light and heavy.

Cuts of wood – center cut (featuring the Heartwood which is strong). Outside cut (cheaper and featuring the Sapwood which is lighter and may have knots). What actually is a knot? Can be a weakness weakness in a wood board for a project.

Center activity – Imagineering. Looking at drawings and photos of treehouses for inspiration. Design and draw your own treehouse, what would be the design features? How would you get up and down? How many levels would it have? What sort of features and utilities? What shape would it be? What wood would you use, where and for what purpose? Sustainable sources of wood – FSC logo and what it means to manage a forest sustainably. Draw the FSC logo on your treehouse plan.

### **Week 6 – The Tree of Life by Gustav Klimt**

Examining the artwork, The Tree of Life. Understanding Klimt's intention. The artwork represents the connections between air, a living tree and the earth from which it grows and humans. Twisting branches represent the twists and turn of life, long vines, thin threads, strong branches, weaker

branches – strength and frailty. Rooted strongly in the earth and branches reaching to the sky. Part of a larger artwork also featuring Expectation and Fulfillment. A journey through life as depicted through the growth of a tree. Expectation understands the challenge of the journey and Fulfillment represents a sharing of the journey resulting in a path shared with others in friendship, kindness and love. A small black bird hiding the branches represents the lifecycle and its completion, only to return its goodness to the ground and for the lifecycle to begin again.

Center activity – make your own Tree of Life mural/bookmarker to take home.

Presentation of certificates.

### WINTER SESSIONS AT OPNS & MCMS

During Winter 2017-2018, OPNS students made bird feeders, sowed cool season seeds, watered, planted California poppies, made a California poppy drawing and planted peas.

At the MCMS Garden Club we reviewed fruit tree pruning techniques, tended the gardens, continued succulent propagation, planted acorns for a post-fire restoration project and planted California poppies.

### SPRING 2019

We provided two garden instructors for 1 day per week at each of the elementary schools. This final 5-week block of lessons was for all TK – 1st grade students and each class received 30 minutes of garden instruction per week.

### **Week one focus – Introduction to Trees**

Introduction Center - Class Tree of Knowledge of the Knowledge of Trees!

Information gathering exercise in the style of Readers/Writer's Workshop. Gathering tree facts on Post-Its to fill in a poster size tree canopy. The canopy was then displayed in each class, returned to the garden with the class each week, and more facts were added over the 6-week program and as the student's knowledge of trees increased.

### **Trees are homes to creatures**

What kinds of creatures live in and around trees and rely on them? Why do they need them? In the recent fires, many of these creatures lost their food source and this spring is proving challenging for them.

Center activity – make a mobile Cheerio bird feeder and take it home and hang it outside.

### **Week two – Trees Make Food in their Leaves**

What job do the leaves do for trees? They make food for the tree. Basic discussion about photosynthesis. Introducing the Leaf Kitchen! Read the recipe, make the food inside the leaf. Using simple boxes to break down the important parts of the leaf tree food recipe.

Center activity – planting seeds of plants that have green leaves that make plant food and also give us food.

### **Week three – Oxygen and water in trees**

Can we see with our own eyes that the tree gives us clean air to breathe? Air is invisible to the human eye. But, there are experiments that we can do so we can actually see it.

Experiment 1 – Respiration in leaves. Clear cups with water and leaves weighted underwater. Examining, looking for signs of O<sub>2</sub>. Very visible bubbles on leaf surfaces, especially on the bottom of the leaf where there are more stomata. See it to believe it and understand it better.

Can we see with our own eyes that the tree is taking up water and sending it to the leaves so that the leaves can make the plant food? We cannot see inside a stem or trunk. But, there are experiments that we can do so that we can actually see it.

Experiment 2 – Celery in dyed water. See the colored water goes from the jar and travels up the stem through the tubes inside the stem. The colored water ends up in the leaves.

Can we see with our own eyes that the tree not only takes up water to the leaves but actually does not use all of it to make plant food? In fact, it uses very little. What happens to the rest of it that it does not need or use? We cannot see inside a stem or trunk or leaf. But, there are experiments that we can do so that we can actually see it.

Experiment 3 - Tree with clear bag tied over some leaves. Explaining and reinforcing the science that water enters through the roots, up the stem/trunk, into the leaves where it is released as water vapor under pressure, into the air – just like a sneeze! See it to believe it and understand it better.

### **Week four – Trees give us wood**

The primary physical material that we get from trees. So many different kinds, each with different properties, strengths, weaknesses, purposes. Different costs, depending on where it comes from and what it can be used for.

Hardwoods – mostly come from Deciduous trees (explaining the difference)

Softwoods – mostly come from Evergreen trees (explaining the difference)

Students touch and feel a hardwood and softwood board/plank to see if they can tell the difference. Students discuss what would be good uses for hardwoods and softwoods and why they are chosen in different situations.

Stiffness, strength, flexibility, finish beauty, durability, light and heavy.

Center activity – Imagineering. Looking at drawings and photos of treehouses for inspiration. Make a treehouse mural. Add your own design details. How would you get up and down? What sort of features and utilities? What shape would it be? What wood would you use, where and for what purpose? Sustainable sources of wood.

### **Week five – The Tree of Life by Gustav Klimt**

Examining the artwork, The Tree of Life. Understanding Klimt's intention. The artwork represents the connections between air, a living tree and the earth from which it grows and humans. Twisting branches represent the twists and turn of life, long vines, thin threads, strong branches, weaker branches – strength and frailty. Rooted strongly in the earth and branches reaching to the sky. Part

of a larger artwork also featuring Expectation and Fulfillment. A journey through life as depicted through the growth of a tree. Expectation understands the challenge of the journey and Fulfillment represents a sharing of the journey resulting in a path shared with others in friendship, kindness and love. A small black bird hiding the branches represents the lifecycle and its completion, only to return its goodness to the ground and for the lifecycle to begin again.

Center activity – make your own Tree of Life model to take home.

#### SPRING SESSIONS AT OPNS & MCMS

During Spring 2019, OPNS students followed a very similar lesson plan to DK-1<sup>st</sup> grade. Their lessons included simplified versions of the tree program, seeding, Tree of Life model and fruit trees.

The MCMS Garden Club completed their propagation and took home new baby succulents. They harvested garlic, kale, chard, lettuces, and sowed warm season seeds and transplants for tomatoes, beans, peppers, eggplant, zucchini and cucumbers.

#### IN ADDITION

During the 2018-2019 school year, 2eden school gardens also assisted the District with several key additional projects and improvements including:

- Improving garden storage provision at MCMS and OHES
- Guest speaker presentation at the District Wishtree event
- In partnership with MCMS Garden Club, provision of floral arrangements for DOC presentation
- Mentoring the High School Garden Club
- Scheduling hand watering for the Brookside Garden during the summer (no automated system in temporary location)
- Attending EEAC meetings
- Attended the 2-day District Sustainability Summit
- Culmination planters/plant arrangements and planted appreciation gifts for teachers – BES 5<sup>th</sup> grade culmination and ROES culmination.
- Twitter, Facebook and Instagram promotion of OPUSD school garden program activities

#### **SECTION TWO: SCHOOL GARDEN PROGRAM 2019-20**

In anticipation of the year ahead, we look forward to continuing to deliver a program that will:

- 1) Further promote global citizenship, sustainability and environmental stewardship.
- 2) Be increasingly valued as a quality resource in the teaching of Common Core and Next Generation Science Standards, with continued alignment and connectivity to standards, improved partnerships with teaching staff and direction from the Director of Curriculum & Instruction.
- 3) Continue to connect to nutrition, health and wellbeing and assist, where possible, with growing and provision of school grown, organic produce for school breakfasts, nutrition breaks and lunches.

- 4) Continue to work closely with OPUSD Business Operations, Facilities and Maintenance to further improve OPUSD School Gardens and campuses and be involved in future plans to improve garden facilities.
- 5) Continue progress in the delivery and promotion of edible schoolyards.
- 6) Help facilitate implementation, education and promotion of the newly adopted UN Sustainable Development Goals.

DRAFT TOPIC OUTLINES FOR 2019-20

- Introduction to Flowers – what they are, why plants need them, nutrients required for flowering, flower characteristics
- Flower structure and identifying flowers
- The World's weirdest flowers including carnivorous flowers
- Flower shapes and their purpose - Nature's finest adaptations
- Famous flower paintings and photographing flowers
- Flower farming and business, flower foraging, flower arranging and DIY holiday flower arrangements

Thank you again for your interest in our school garden program provision.

Sincerely,



Debra Leith  
Certified Landscape Designer & Master Gardener  
2eden studio – [design.garden.grow](http://design.garden.grow)

**TO:** BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** SEPTEMBER 17, 2019  
**SUBJECT:** B.3.a. PUBLIC HEARING AND APPROVAL OF RESOLUTION #19-20  
REGARDING SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL  
MATERIALS FOR  
2019-20

PUBLIC HEARING/ACTION

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**ISSUE:** Shall the Board of Education approve Resolution #19-20 assuring sufficient core textbooks and instructional materials for students in 2019-2020?

**BACKGROUND:** Education Code 60119 requires that districts and the governing Board, in order to receive textbook and instructional materials funding from the state, shall hold a public hearing regarding the sufficiency of core textbooks and instructional materials in the district.

During the 2019-2020 school year, the district has followed the state curriculum framework guidelines and complied with all associated recommendations. The District also purchased additional textbooks to accommodate growth or replacement needs for increased enrollment.

Textbook selection has become a key component of districtwide curriculum committee work including thoughtful scrutiny related to academic standards and rigorous criteria. The District Curriculum Office and Curriculum Council reviews the three-to-five-year curriculum plan and implementation process including textbook adoptions to ensure quality, coherence, and access. District and site funds augment state textbook funds to supplement core needs. A list of adopted Instructional Materials is being provided to the Board for review.

- **Textbook List** - <https://t.ly/mDgbr>

It has been determined that in 2019-2020, as in years past, the Oak Park Unified School District provided sufficient core textbooks and instructional materials necessary for appropriate grade level instruction. This determination meets specific requirements of Education Code 60119.

**FISCAL IMPACT:** None – "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook and/or instructional materials, which may include materials in a digital format under specified conditions, to use in class or to take home.

**ALTERNATIVES:**

1. Approve Resolution #19-20 as presented enabling the district to access state funding for textbooks and instructional materials for 2019-2020.
2. Do not approve Resolution #19-20 as presented enabling the district to access state funding for textbooks and instructional materials for 2019-2020.

**RECOMMENDATION:** Alternative #1

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

**BOARD MEETING, SEPTEMBER 17, 2019**

Resolution #19-20 assuring sufficient core textbooks and instructional materials for students in 2019-2020

Page 2

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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

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



**OAK PARK UNIFIED SCHOOL DISTRICT  
RESOLUTION #19-20  
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

**WHEREAS**, the Board of Education of the Oak Park Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 17, 2019 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

**WHEREAS**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district that stated the time, place and purpose of the hearing, and;

**WHEREAS**, the Board encouraged participation by parents/guardians, teachers, members of the community and bargaining unit leaders in the public hearing, and;

**WHEREAS**, information provided at the public hearing detailed the extent to which sufficient textbooks and instructional materials were provided to all students, including English learners, in the Oak Park Unified School District, and;

**WHEREAS**, the definition of “sufficient textbooks or instructional materials” means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

**WHEREAS**, textbooks, or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education 60605.8;

**WHEREAS**, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including English learner, in the following subjects: (a list of adopted textbooks and instructional materials is included): Mathematics, Science, History-Social Science and English/Language Arts including the English language development component of an adopted program, World/foreign language and Health.

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in grade 9-12 inclusive;

**THEREFORE, IT IS RESOLVED** that for the 2019-2020 school year, the Oak Park Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED and ADOPTED this 17<sup>th</sup> day of September, 2019 at a meeting, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Denise Helfstein, President, Board of Education

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, Ed. D. SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.4.a. APPROVE ANNUAL TEACHER ASSIGNMENT REPORT**

ACTION

**ISSUE:** Shall the Board of Education approve the recommendation of the Superintendent to certify that all teachers are appropriately assigned in subject areas for which they qualified?

**BACKGROUND:** Education code Section 44258.9 requires school districts to establish procedures for reviewing teacher assignments annually and to report their findings to their local government in a public meeting. The state has recognized the need to provide a degree of flexibility in the assignment of teachers and offers several ways in which teachers can be deemed qualified to serve in particular areas. These include:

1. Credentials on file
2. Education code provisions
3. Board Waiver
4. Committee on Assignment

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the recommendations of the Superintendent
2. Do not approve the recommendations of the Superintendent
3. Alter the recommendations of the Superintendent

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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

## Human Resources Memorandum

To: Anthony W. Knight, Ed.D.  
From: Leslie Heilbron, Ed.D, Assistant Superintendent, Human Resources  
Date: September 17, 2019  
Re: CREDENTIAL INFORMATION – 2019-2020

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### BACKGROUND INFORMATION

Under the provisions of SB 435, the Board of Education receives a report of fully credentialed staff who are assigned to teach in academic areas for which they may not have a formal credential, but for which they have the requisite number of units required for knowledge of the subject and the ability to teach the subject in the classroom. The following credential assignments are brought to the Board of Education annually. These assignments are brought to the Board in accordance with the requirements of the Education Code and the California Commission on Teacher Credentialing.

**Education Code section 44256(b) (grades 8 and below)** allows, with the approval of the governing board, the holder of a multiple subject or standard elementary teaching credential to teach, with his or her consent, in departmentalized classes below grade level 9 if the teacher has completed 12 semester units, or 6 upper division or graduate semester units in the subject to be taught.

**Education Code section 44258.2 (grade 5-8)** allows that the holder of a single subject standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board, to teach classes in grades 5 through 8 in a middle school, provided that the teacher has a minimum of 12 semester units or 6 upper division or graduate semester units of coursework at an accredited institution in the subject to be taught.

Sharon Lavene	Social Studies	Alison Stein	Social Studies
Steven White	Language Arts		

**Education Code section 44258.7b (grade 9-12)** allows a person who holds a teaching credential in a subject or subjects other than physical education may be authorized by action of the governing board, to coach one period per day in a competitive sport for which students receive physical education credit, provided he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction.

Zach Borquez	Competitive Marching Band
Steve White	Cross Country Coach

**Education Code 44258.7c (grades K-12)** allows a full-time teacher with special skills and preparation outside his/her credential authorization to be assigned to teach in an elective area of his or her special skills in a full-time assignment, provided the assignment is approved by the local Committee on Assignments prior to the beginning of the assignment.

Ken Jones	Aerospace Engineering & Digital Electronics
Allan Prescott	Intro to Engineering

**Education Code 44263** allows the holder of a teaching credential to serve by approval of the governing board and with the consent of the teacher, any single subject departmentalized class if the teacher has completed 18 semester units of coursework, or 9 semester units of upper division or graduate coursework in the subject to be taught.

Sheri Boone	Spanish
Eric Pryor	Health

**Education Code 44865** allows the holder of a valid teaching credential to be assigned with the consent of the teacher to teach any subject at any grade level to students in the following programs:

Continuation Schools

Susan Allen  
Randi Liepman  
Karen (KC) Kelem

Home Independent Study

Ty DeLong	Samantha Lyons
Amy Kobayashi	Daniel O'Brien
Jon Duim	Jim Barnett
Kate Thompson	Lori Glazer

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY – 1112 MEDIA RELATIONS - First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy – 1112 Media Relations?

**BACKGROUND:** Board Policy 1112 updated to expand the section on "Crisis Communications Plan" to apply to natural disasters, involve district technology personnel in the development of the plan, and expand the contents of the plan. Policy also updated to encourage the establishment of priorities and key messages for proactive communications with the media, clarify that media representatives can be required to register before coming on campus only if the district has adopted a policy requiring all visitors to register, and clarify that the only student directory information that may be released to the media is that information designated by the district in AR 5125.1 - Release of Directory Information.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 1112 Media Relations.
  2. Do not amend Board Policy 1112 Media Relations.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1112(a)

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## Media Relations

The Governing Board respects the public's **desire for and** right to information and recognizes that the media significantly influence the community's understanding of school programs, **student achievement, and school safety**. In order to develop and maintain positive media relations, the Board and ~~the~~ Superintendent ~~desire to~~shall reasonably accommodate media requests for information and ~~to~~ provide accurate, reliable, and timely information.—

In conjunction with the Superintendent or designee, the Board shall periodically establish priorities and key messages for proactively communicating with the media regarding current district issues, activities, or needs.

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 0510 - School Accountability Report Card)*  
*(cf. 1100 - Communication with the Public)*  
*(cf. 1160 - Political Processes)*

Media representatives are welcome at all **public** Board meetings and shall receive meeting agendas upon request **in accordance with Board policy**.

*(cf. 9321 - Closed Session)*  
*(cf. 9322 - Agenda/Meeting Materials)*

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

*(cf. 1250 - Visitors/Outsiders)*  
*(cf. 3515.2 - Disruptions)*

Staff may provide the media with student directory information, ~~including, but not limited to, the name of a student, school of attendance, grade level, honors, and activities~~as identified in AR 5125.1 - Release of Directory Information, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release **other student records or personally identifiable student** information that is private or confidential as required by law, Board policy, or administrative regulation. ~~No other access to student records or personally identifiable student information may be provided without written parent/guardian permission.~~

*(cf. 1340 - Access to District Records)*  
*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 - Student Records)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

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(cf. 5125.1 - Release of Directory Information)

(cf. 9010 - Public Statements)

(cf. ~~9321.1 - Closed Session Actions and Reports~~ 9324 - Minutes and Recordings)

## Interviewing and Photographing Students

The district shall not impose restraints on students' right to speak freely with media representatives ~~at those times which do not disrupt students' educational program.~~ However, ~~interviews of interviewing and photographing~~ students ~~may~~ shall not create substantial ~~disorder-~~ disruption to the orderly operation of the school or impinge on the rights or safety of ~~others~~ students. Therefore, ~~in order to minimize possible disruption,~~ the district shall encourage media representatives who wish to interview ~~or photograph~~ students at school ~~are strongly encouraged~~ to make prior arrangements with the principal. ~~At their discretion, parents/guardians may instruct their children not to communicate with media representatives.~~

(cf. 5145.2 - Freedom of Speech/Expression)

~~In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the principal or designee.~~

~~When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission. —~~

## Media ~~Communications Plan~~ Contacts/Spokespersons

~~In order to help develop strong relations with the media, the Superintendent or designee shall develop a proactive media communications plan. — This plan may include, but not be limited to, information related to district programs and needs, student awards, school accomplishments and events of special interest. —~~

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

~~The plan shall specify~~ The Superintendent or designee shall identify the district's and/or site's primary media contact to whom all media inquiries shall be routed. ~~—~~ Spokespersons designated to speak to the media on behalf of the district include the Board president, Superintendent ~~and,~~ public information officer ~~-,~~ or district communications director. Other Board members and/or staff may be asked by the Superintendent or designee to speak to the media on a case-by-case basis, depending on their expertise on an issue. ~~—~~ or appropriateness given a particular situation.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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The Superintendent or designee shall provide training on effective media relations to all designated spokespersons.

(cf. 9240 - Board ~~Development~~ Training)

## Crisis Communications Plan

~~During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need~~ The Superintendent or designee shall develop strategies for working with the media to provide timely and accurate information to students, parents/guardians, and the community during a crisis. ~~The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and district work together effectively, the Superintendent or designee shall develop a crisis communications plan to identify communication strategies to be taken in the event of a crisis.~~ or natural disaster.

(cf. 0450 - Comprehensive Safety Plan)

(cf. ~~3516 - Emergency and Disaster Preparedness Plan~~)

The crisis communications plan may include, but not be limited to, identification of a media center ~~location~~, strategies for press conference logistics, and development and integration of both internal and external notification systems, ~~and strategies for press conference logistics.~~ including public address systems, social media, web site postings, and text alerts.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall include local law enforcement ~~and~~, media representatives, and district technology personnel in the crisis planning process.

## Legal Reference:

### EDUCATION CODE

32210-32212 Willful disturbance of public school or meeting

35144 Special meetings

35145 Public meetings

35160 Authority of governing boards

35172 Promotional activities

48907 Freedom of speech and press

48950 Prohibition against disciplinary action for first amendment speech

49061 Definition of directory information

49073 Directory information

### EVIDENCE CODE



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1112(d)

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*1070 Refusal to disclose news source*

PENAL CODE

*627-627.10 Access to school premises*

UNITED STATES CODE, TITLE 20

*1232g Family educational and privacy rights*

CODE OF FEDERAL REGULATIONS, TITLE 34

*99.3 Definition of directory information*

COURT DECISIONS

*Lopez v. Tulare Joint Union High School District, (1995) 34 Cal.App.4th 1302*

ATTORNEY GENERAL OPINIONS

*9579 Ops. Cal. Atty. Gen. ~~50958~~ (1996)*

**Management Resources:**

CSBA PUBLICATIONS

*~~911: A Manual for Schools and the Media During a Campus Crisis, 2001~~*

WEB SITES

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

Adopted: 9-17-02

Amended: 10-21-03, 9-17-19

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY – 3510 GREEN SCHOOLS OPERATIONS- First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy –3510 Green Schools Operations?

**BACKGROUND:** Board Policy 3510 expands best practices for environmental accountability in district programs and operations, including involvement of staff at all levels, use of least toxic pest management practices, compliance with green building standards in any new construction, acquisition of reduced or zero emission school buses, limitation of unnecessary idling of school buses or personal vehicles, implementation of green practices in the district's food services program, and use of green school activities as tools for student learning.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3510 Green Schools Operation.
  2. Do not amend Board Policy 3510 Green Schools Operation.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Noninstructional Operations

BP 3510(a)

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## Green School Operations

The Governing Board believes ~~that all citizens have~~ everyone has a responsibility to be a stewards of the environment and desires to integrate environmental accountability into all district programs and operations. The Superintendent or designee shall develop strategies to promote district use of "green" school principles and practices ~~that in order to~~ conserve natural resources, reduce the impact of district operations on the environment, and protect the health of students, staff, and the community. —

~~The Superintendent or designee may involve district and site administrators and operations and maintenance staff~~In developing such strategies and assessing the environmental conditions in district facilities and operations, the Superintendent or designee shall involve staff at all levels and with varying job responsibilities, including administrators, certificated staff, and classified staff. As appropriate, the Superintendent or designee may also consult with health professionals; representatives of local governmental agencies, utilities, solid waste and recycling companies, and community organizations; ~~health professionals; and/or others as appropriate in the assessment of current district operations and the development of strategies to improve the environmental impact of district operations.~~—and/or others with expertise.

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 7131 - Relations with Local Agencies)*

In selecting and prioritizing strategies, the Superintendent or designee shall give consideration to ~~the initial cost,~~ long-term potential cost ~~or cost~~ savings, initial costs, feasibility of implementation, quality and performance of the product or service, health impacts, ~~and~~ environmental considerations, and potential educational value.

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

~~Such~~District strategies may include, but are not ~~be~~ limited to:

1.— Reducing energy and water consumption, and ~~exploring~~using renewable and clean energy technologies and alternatives when available

*(cf. 3511 - Energy and Water Management)*

2.— Establishing recycling programs in district facilities

*(cf. 3511.1 - Integrated Waste Management)*

3.— Reducing the consumption of disposable materials; by reusing materials and by using electronic rather than paper communications when feasible

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Noninstructional Operations

BP 3510(b)

4. ~~Purchasing and u~~Using environmentally preferable products and services whenever practical, including, but not limited to, products that:–

- a. Minimize environmental impacts, toxins, pollutants, odors, and hazards
- b. Contain postconsumer recycled content
- c. Are durable and long-lasting
- d. Conserve energy and water
- e. ~~Produce a low amount of~~Reduce waste

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

(cf. 5141.23 - Asthma Management)

(cf. ~~6161.3 - Toxic Art Supplies~~)

5.– Using least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals

6.– Providing professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies

(cf. 4231 - Staff Development)

7. ~~Focusing on green building standards, sustainability, and student health in facilities– construction and modernization projects, including decisions about site selection, building– design, and landscaping and grounds~~ Using effective, least toxic pest management practices for the control and management of pests

(cf. 3514.2 - Integrated Pest Management)

8. Ensuring that any construction of new facilities complies with green building standards pursuant to 24 CCR 101.1-703.1, and focusing on sustainability and student health in the design and implementation of facilities modernization projects

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

9. Reducing vehicle ~~traffic~~emissions by ~~encouraging~~:

- a. Encouraging students to walk or bicycle to school or to use ~~district or~~ public

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Noninstructional Operations

BP 3510(c)

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transportation—

~~(cf. 3541—Transportation Routes and Services)~~  
(cf. 5142.2 - Safe Routes to School Program)

~~(cf. b.~~ Limiting unnecessary idling of personal vehicles by encouraging parents/guardians, through signage or other means of communication, to turn off their vehicles when parked on and around school grounds

10. Implementing green school practices in the district's food service programs by:

- a. Providing fresh, locally sourced, unprocessed, organic food ~~in the district's food services program~~, including plant-based options, when available
- b. Reducing food packaging and using packaging that is recyclable and/or biodegradable
- c. Utilizing reusable products
- d. Encouraging zero-waste lunches when food is brought from home
- e. Maintaining a system for food waste, such as composting
- f. Providing sharing tables where unused cafeteria food items may, in accordance with Health and Safety Code 114079, be returned for student use or donated to a food bank or other nonprofit charitable organization

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)

11. Integrating green school practices and activities into the educational program by providing instruction to students on the importance of the environment ~~and~~, involving students in the implementation and evaluation of green school activities and projects as appropriate, and utilizing green school activities and projects as learning tools

(cf. 6142.5 - Environmental Education)

## **Legal Reference:**

### EDUCATION CODE

8700-8707 Environmental education—

17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards

17072.35 New construction grants; use for designs and materials for high performance schools

17608-17614 Healthy Schools Act of 2000

32370-32376 Recycling paper—

33541 Environmental education—

101012 Kindergarten ~~University Public Education Facilities Bond Act of 2006~~, allocations through 12th grade school facilities program

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Noninstructional Operations

BP 3510(d)

## FOOD AND AGRICULTURAL CODE

13180-13188 Healthy Schools Act of 2000

## HEALTH AND SAFETY CODE

114079 General food safety requirements; unused or returned food

## PUBLIC CONTRACT CODE

12400-12404 Environmentally preferable purchasing

## PUBLIC RESOURCES CODE

25410-~~25421~~25422 Energy conservation assistance-

40050-40063 Integrated waste management act-

42630-42647 Schoolsite source reduction and recycling *assistance program*

## CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection-

## CODE OF REGULATIONS, TITLE ~~8~~2

1859.70.4 Funding for high performance incentive grants

1859.71.6 Additional grant for high performance incentive, new construction

1859.77.4 Additional grants for high performance incentive, site and modernization

## CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

## CODE OF REGULATIONS, TITLE 13

2480 Limitation to school bus idling and idling at schools

## CODE OF REGULATIONS, TITLE 24

101.1-703.1 Green building standards

### **Management Resources:**

#### CSBA CALIFORNIA AIR RESOURCES BOARD PUBLICATIONS

*Green Schools: An Overview of Key Policy Issues, Policy Brief, August 2009*

#### CALIFORNIA DEPARTMENT OF GENERAL SERVICES PUBLICATIONS

*Environmentally Preferable Purchasing Best Practices Manual-*

*School Bus Fleet Webinar, April 20, 2018*

#### COLLABORATIVE FOR HIGH PERFORMING SCHOOLS PUBLICATIONS

*CHPS Best Practices Manual, ~~2006~~*

#### GLOBAL GREEN USA PUBLICATIONS

*Healthier, Wealthier, Wiser: A Report on National Green Schools-*

#### GREEN SCHOOLS INITIATIVE PUBLICATIONS

*Green Schools Buying Guide*

#### HEALTHY SCHOOLS CAMPAIGN PUBLICATIONS

*The Quick and Easy Guide to Green Cleaning in Schools, 2nd ed., 2008*

#### WEB SITES

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

California Air Resources Board: <http://www.arb.ca.gov>

California Department of General Services, Green California: <http://www.green.ca.gov>

California Energy Commission: <http://www.energy.ca.gov>-

Collaborative for High Performance Schools: <http://www.chps.net>

Global Green USA: <http://www.globalgreen.org>

Green Schools Initiative: <http://www.greenschools.net>

Healthy Schools Campaign: <http://www.healthyschoolscampaign.org/programs/gcs>

U.S. Environmental Protection Agency: <http://www.epa.gov>

U.S. Green Building Council, LEED Green Building Rating System: <http://www.usgbc.org>

Adopted: 10-20-09

Amended: 9-17-19

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION – 4030 NONDISCRIMINATION IN EMPLOYMENT - First Reading**

ACTION

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation - 4030 Nondiscrimination in Employment?

**BACKGROUND:** Board Policy 4030 and regulation updated to clarify applicability of the policy to nonemployees providing services to the district pursuant to a contract. Policy reflects NEW STATE REGULATIONS (Register 2018, No. 20) which add a definition of national origin and make it an unlawful employment practice to inquire into or discriminate against an employee on the basis of immigration status. Policy also reflects NEW LAW (SB 1300) which (1) prohibits districts from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or release the right to file a claim against the district for unlawful acts in the workplace, including sexual harassment, and (2) provides that a district may be responsible for any harassment (not just sexual harassment) of employees by nonemployees if the district knows or should have known of the conduct and failed to take action. Regulation revises section on "Measures to Prevent Discrimination" to reflect a requirement, formerly in BP, to post the California Department of Fair Employment and Housing (DFEH) poster on workplace discrimination and harassment and to add the requirement to post the DFEH poster on the rights of transgender employees. Regulation also reflects NEW LAW (SB 1300) which authorizes training on bystander intervention.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation - 4030 Nondiscrimination in Employment.
2. Do not amend Board Policy and Administrative Regulation - 4030 Nondiscrimination in Employment.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**BOARD MEETING, SEPTEMBER 17, 2019**

Approve the proposed amendment to Board Policy and  
Administrative Regulation - 4030 Nondiscrimination in Employment  
Page 2

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(a)

## Nondiscrimination In Employment

The Governing Board is determined to provide ~~district employees, interns, volunteers and job applicants~~ a safe, positive environment where ~~they~~ all district employees are assured of full and equal employment access and opportunities, protection from harassment ~~or~~ and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. ~~This~~ For purposes of this policy ~~shall apply to all district~~, employees ~~and, to the extent required by law, to include job applicants, interns, volunteers, and job applicants~~ persons who contracted with the district to provide services, as applicable.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 3312 - Contracts)*

*(cf. 3600 - Consultants)*

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

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, ~~religious creed~~, color, ~~ancestry~~, national origin, ~~ancestry~~, age, ~~religious creed~~, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, ~~sex, sexual orientation~~, gender, gender identity, gender expression, ~~sex, or sexual orientation or his/her~~ or association with a person or group with one or more of these actual or perceived characteristics.—

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

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

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

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

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training-

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

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

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 4030(b)

effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

*(cf. 4033 - Lactation Accommodation)*

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

- b. Religious creed discrimination based on an employee's religious belief or observance, including ~~his/her~~ religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement-

#### ~~e. Disability discrimination based on a district requirement~~

*(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)*

- c. Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

- d. ~~Disability discrimination based on the district's failure~~ Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee; ~~who has requested such accommodations in order to determine the effective reasonable accommodations for, if any, to be provided to the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition~~

*(cf. 4032 - Reasonable Accommodation)*

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. ~~No~~ employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Personnel

BP 4030(c)

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No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, **including harassment of an employee by a nonemployee**, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. ~~He/she shall provide, including providing~~ training and information to employees about how to recognize harassment, ~~and~~ discrimination, ~~or other related conduct~~, how to respond appropriately, and components of the ~~district's~~ district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the ~~district's~~ district's employment practices and, as necessary, shall take **action to ensure district compliance with the nondiscrimination laws.** ~~action to ensure district compliance with the nondiscrimination laws.~~

~~In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.~~

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

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

## **Legal Reference:**

### EDUCATION CODE

200-262.4 Prohibition of discrimination

### CIVIL CODE

51.7 Freedom from violence or intimidation

### GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(d)

12900-12996 Fair Employment and Housing Act, *especially:*

*12940-12952 Unlawful employment practices*

*12960-12976 Unlawful employment practices; complaints*

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment, *especially:*

11013-Recordkeeping

11019 Terms, conditions and privileges of employment

11023-Harassment and discrimination prevention and correction

11024-Sexual harassment training and education

*11027-11028 National origin and ancestry discrimination*

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs–

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs–

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104- 7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

**Management Resources:**

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, ~~December 2014~~

*Transgender Rights in the Workplace*

*Workplace Harassment Guide for California Employers*

*Your Rights and Obligations as a Pregnant Employee*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

~~Questions and Answers: Religious Discrimination in the Workplace, 2008~~

~~New EEOC Compliance Manual-Section 15: Race and Color Discrimination, April 2006~~

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 4000*

*Personnel*

*BP 4030(e)*

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*U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>*

Adopted: 1-21-92

Amended: 9-17-02, 6-8-10, 9-18-12, 2-19-13, 2-16-16, 10-18-16, 5-16-17, 9-17-19

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4030(a)

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## **Nondiscrimination In Employment**

All allegations of discrimination in employment, including those involving an **employee, job applicant, intern, volunteer, or ~~job applicant~~, person contracted to provide services to the district** shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

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

*(cf. 1240 - Volunteer Assistance)*

*(cf. 3312 - Contracts)*

*(cf. 3600 - Consultants)*

*(cf. 4032 - Reasonable Accommodation)*

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent, Human Resources  
5801 Conifer Street  
Oak Park, CA 91377  
818-735-3200

## Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees and post electronically on computers in a conspicuous location, the California Department of Fair Employment and Housing (DFEH) posters in regard to workplace discrimination and harassment and the rights of transgender employees (Government Code 12950)

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

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
  - a. Including them in each announcement, bulletin, or application form that is used in

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employee recruitment

- b. Posting them in all district schools and offices, including staff lounges and other prominent locations
- c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

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

3. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)
  - a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
  - b. Sending the policy via email with an acknowledgment return form
  - c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
  - d. Discussing the policy with employees upon hire and/or during a new hire orientation session
  - e. Any other way that ensures employees receive and understand the policy

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

4. Provide to employees a handbook ~~that~~which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to ~~anyone~~employees who ~~feels that he/she has~~believe they have been the victim of any discriminatory or harassing behavior

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

5. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

~~Training for supervisors shall include the requirement to report any complaint of misconduct to a~~

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~~designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024 (2 CCR 11023)~~

~~(cf. 1140 - Volunteer Assistance)~~

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

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and motivates them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention.

(Government Code 12950.2)

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

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law.
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

## Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform his/her direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The employee's direct supervisor may be bypassed in filing a complaint where the supervisor is the subject of the complaint.

The complainant may file a written complaint in accordance with this procedure, ~~or if he/she is an employee,~~ or may first attempt to resolve the situation informally with his/her the employee's supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not



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the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~  
~~(cf. 4032 - Reasonable Accommodation)~~

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of ~~discrimination~~ discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. ~~He/she~~ The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

~~(cf. 3580 - District Records)~~  
~~(cf. 4112.6/4212.6/4312.6 - Personnel Files)~~  
~~(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)~~

If the coordinator determines that a detailed fact-finding investigation is necessary, ~~he/she shall begin~~ the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out ~~his/her~~ the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator ~~also~~ shall also determine whether interim measures, such as scheduling

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changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. –The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action:– No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of ~~his/her~~the findings. –This timeline may be extended for good cause. –If an extension is needed, the coordinator shall notify the ~~complainant~~parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. –If a determination has been made that discrimination or harassment occurred, the report ~~also~~shall ~~also~~ include any corrective ~~actions~~action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. ~~The report shall be presented to the Superintendent or designee.~~

~~The report~~A summary of the findings shall be presented to the complainant, ~~and the person accused,~~and the Superintendent or designee.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the ~~coordinator's~~ findings.– The Superintendent or designee shall provide the Board with all information presented during the investigation. –Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be ~~addressed in closed session in accordance with law.~~ The Board shall render its decision within 10 business days.~~addressed in closed session in accordance with law.—~~

*(cf. 1312.1 - Complaints Concerning District Employees)*

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

## Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either ~~the California Department of Fair Employment and Housing (DFEH)~~ or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960

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- 2 To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
  
- 3 To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Adopted: 9-17-02

Amended: 2-16-16, 5-16-17, 9-17-19

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION – 6020 PARENT INVOLVEMENT-First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation - 6020 Parent Involvement?

**BACKGROUND:** Board Policy 6020 and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy and Administrative Regulation - 6020 Parent Involvement.
  2. Do not amend Board Policy and Administrative Regulation - 6020 Parent Involvement.

**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

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Instruction

BP 6020(a)

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## Parent Involvement

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained ~~parental~~/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall ~~work~~consult with ~~staff and~~ parents/guardians ~~and family members in the~~ ~~to~~ development of meaningful opportunities ~~at all grade levels~~ for ~~them~~ ~~parents/guardians~~ to be involved in district and school activities ~~at all grade levels~~; advisory, decision-making, and advocacy roles; and activities to support learning at home.

*(cf. 0420 – School Plans/Site Councils)*  
*(cf. 0420.1 – School Based Program Coordination)*  
*(cf. 0420.5 – School Based Decision Making)*  
*(cf. 0520.1 – High Priority Schools Grant Program)*  
*(cf. 0520.2 – Title I Program Improvement Schools)*  
*(cf. 1220 – Citizen Advisory Committees)*  
*(cf. 1230 – School-Connected Organizations)*  
*(cf. 1240 – Volunteer Assistance)*  
*(cf. 1250 – Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*(cf. 5020 – Parent Rights and Responsibilities)*

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

*(cf. 5145.6 – Parental Notifications)*  
*0460 - Local Control and Accountability Plan)*

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement ~~involvement~~ efforts, including, but not limited to, input from parents/guardians, ~~family members~~, and school staff on the adequacy of ~~parent~~ involvement opportunities and ~~on~~ barriers that may inhibit ~~parent/guardian~~ participation.

*(cf. 0500 – Accountability)*

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BP 6020(b)

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## Title I Schools

~~Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)~~

~~(cf. 6171 - Title I Programs)~~

The Superintendent or designee shall ~~ensure that the district's parent involvement strategies are jointly developed with and agreed upon by~~ involve parents/guardians of students participating and family members in Title I programs. ~~Those strategies shall~~ establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that ~~involvement and~~ describe how the district will carry out each activity listed in 20 USC 6318. ~~(20 USC 6318) The Superintendent or designee shall consult with parents/guardians of participating students as contained in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities.~~ accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

~~(cf. 6171 - Title I Programs)~~

~~(cf. 3100 Budget)~~

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

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4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement involvement policy in accordance with 20 USC 6318.

## Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

## Legal Reference:

### EDUCATION CODE

11500-11506 Programs to encourage parent~~al~~ involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement

### LABOR CODE

230.8 Time off to visit child's school

### CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

### UNITED STATES CODE, TITLE 20

~~6311 Parental notice of teacher qualifications and student achievement~~

6311 State Plan

6312 Local educational agency plan

6314 Schoolwide programs

~~6316 School improvement~~

6318 Parent involvement and family engagement

### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

### CSBA-CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Parent Involvement: Development of Effective and Legally-Compliant Policies, Governance and Policy Services Policy Briefs, August 2006~~

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*STATE BOARD OF EDUCATION POLICIES*

*89-01 Parent Involvement in the Education of Their Children, rev. 1994*

*Title I School-Level Parental Involvement Policy*

*Family Engagement Framework: A Tool for California School Districts, 2014*

*U.S. DEPARTMENT OF EDUCATION ~~NON-REGULATORY GUIDANCE~~ PUBLICATIONS*

*Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004*

*WEB SITES*

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

*California Department of Education, Family, School, Community Partnerships:*

*<http://www.cde.ca.gov/ls/pf>*

*California Parent Center: <http://parent.sdsu.edu>*

*California State PTA: <http://www.capta.org>*

*National Coalition for Parent Involvement in Education: <http://www.ncpie.org>*

*National PTA: <http://www.pta.org>*

*~~No Child Left Behind: <http://www.ed.gov/netb>~~*

*Parent Information and Resource Centers: <http://www.pirc-info.net>*

*Parents as Teachers National Center: <http://www.parentsasteachers.org>*

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

Adopted: 5-17-94

Amended: 9-17-02, 11-14-06, 9-17-19



# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

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## Parent Involvement

### District Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the ~~Superintendent or designee~~ district shall:

1. Involve parents/guardians ~~of participating students and~~ family members in the joint development of ~~the Title I local educational agency (LEA)~~ a district plan pursuant to that meets the requirements of 20 USC 6312 and in the ~~process~~ development of school review support and improvement plans pursuant to 20 USC 6311~~6~~ (20 USC 6318)

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

*(cf. 6171 - Title I Programs)*

The Superintendent or designee may:

a. ~~Establish~~ In accordance with Education Code 52063, establish a district-level parent advisory committee ~~including parent/guardian representatives from each school site and, as applicable, an English learner parent advisory committee~~ to review and comment on the ~~LEA~~ plan in accordance with the review schedule established by the Governing Board

b. Invite input on the ~~LEA~~-plan from other district committees and school site councils

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

*(cf. 1220 - Citizen Advisory Committees)*

c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the ~~LEA~~-plan and the opportunity to provide input

d. Provide copies of working drafts of the ~~LEA~~-plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand

e. Ensure that there is an opportunity at a public Board meeting for public comment on the ~~LEA~~-plan prior to the Board's approval of the plan or revisions to the plan

f. Ensure that school-level policies on parent ~~involvement~~ guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

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2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent ~~involvement~~ /guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education -(20 USC 6318)

(cf. 1700 - Relations Between Private Industry and the Schools)

~~The Superintendent or designee may:~~

- ~~—a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues~~
- ~~—b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities~~
- ~~—c. Provide ongoing district level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops~~
- ~~—d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress~~

~~3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)~~

The Superintendent or designee shall: (20 USC 6318)

a. Assist parents/guardians in understanding such topics as the challenging state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program State Academic Achievement Tests)

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

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b. Provide parents/guardians with materials and training, ~~to~~ such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help ~~parents/guardians~~ them work with their children to improve their children's achievement, ~~such as literacy training and using technology, as appropriate, to foster parent involvement~~

c. ~~Educate~~ With the assistance of parents/guardians, educate teachers, ~~student services~~ specialized instructional support personnel, principals, and other school leaders, and other staff; ~~with the assistance of parents/guardians~~, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with ~~Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, other~~ federal, state, and local programs, including public preschool, ~~and other~~ programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in ~~more~~ fully participating in their children's education

e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training

b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

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c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions

d. Train parents/guardians to enhance the involvement of other parents/guardians

e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, **in order to maximize parent/guardian involvement and participation**

f. Adopt and implement model approaches to improving parent/guardian involvement

g. Establish a districtwide parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs

h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities

i. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families

*(cf. 1020 - Youth Services)*

j. Provide a master calendar of district activities and district meetings

k. Provide information about opportunities for parent/guardian ~~involvement~~ **and family engagement** through the district newsletter, web site, or other written or electronic means

l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

*(cf. 1230 - School-Connected Organizations)*

m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians **and family members** as needed

n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

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o. Provide ongoing district-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops

p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities

~~op.~~ Regularly evaluate the effectiveness of staff development activities related to parent//guardian and family engagement ~~involvement~~

~~pr.~~ Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

s. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues

t. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

43. ~~Coordinate~~ To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian ~~involvement~~ and family engagement strategies with ~~Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and~~ parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

~~*(cf. 6300 - Preschool/Early Childhood Education)*~~

The Superintendent or designee may:

a. Identify overlapping or similar program requirements

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

*(cf. 5030 - Student Wellness)*

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*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6174 - Education for English Learners)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6178 - Career Technical Education)*

- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

54. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian involvement and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)

~~The Superintendent or designee shall:~~

- a. ~~Ensure that the evaluation include the identification of b~~Barriers to greater participation in parent/guardian and family engagement involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background ~~(20 USC 6318)~~
- b. ~~Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)~~ The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
- c. ~~Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)~~ Strategies to support successful school and family interactions.

*(cf. 0500 - Accountability)*

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms, and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

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The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
  - b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
  - c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement ~~involvement~~ efforts on student achievement
5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians ~~with special needs~~ and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent/guardian and family engagement ~~involvement~~ strategies shall be incorporated into the ~~LEA~~ district's local control and accountability plan and in accordance with 20 USC 6312 and shall be distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

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## School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement involvement shall be developed jointly with ~~and agreed upon by the~~ parents/guardians and family members of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the ~~proficiency-achievement~~ levels ~~students are expected to meet~~ of the challenging state academic standards

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians



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5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

~~(cf. 0520.1 - High Priority Schools Grant Program)~~

This compact shall address:

a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's ~~student~~ **challenging** academic achievement standards

b. Ways in which parents/guardians will be responsible for supporting their children's learning, ~~such as monitoring attendance, homework completion, and television viewing;~~ volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 5020 - Parent Rights and Responsibilities)~~

~~(cf. 5113 - Absences and Excuses)~~

~~(cf. 6145 - Extracurricular/Cocurricular Activities)~~

~~(cf. 6154 - Homework/Makeup Work)~~

c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

(1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

(2) Frequent reports to parents/guardians on their children's progress

(3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

(4) **Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand**

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7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #~~23a-f~~ in the section "District Strategies for Title I Schools" above

8. To the extent practicable, provide ~~full~~ opportunities for the **informed** participation of parents/guardians **and family members (including parents/guardians and family members** with limited English proficiency, parents/guardians **and family members** with disabilities, and parents/guardians **and family members** of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent/**guardian and family engagement involvement** policy shall be made available to the local community. ~~and distributed to p~~Parents/guardians **shall be notified of participating students-the policy** in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/**guardian and family engagement involvement** policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The ~~principal or designee, jointly with parents/guardians of participating students,~~ school policy shall **be** periodically updated ~~the school's policy~~ to meet the changing needs of parents/guardians and the school. (20 USC 6318)

## District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

a. Provide or make referrals to literacy training and/or parent education programs designed

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to improve the skills of parents/guardians and enhance their ability to support their children's education

b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter

c. Provide parents/guardians with information about students' class assignments and homework assignments

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

a. Provide parents/guardians with information regarding ways to create an effective study environment **for their children** at home and to encourage good study habits

b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees

3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students

b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

c. Provide information about parent/**guardian and family engagement involvement** opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications

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- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues
  - f. Identify barriers to parent/guardian **and family** participation in school activities, including parents/guardians **and family members** who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications

5. Integrate parent/**guardian and family engagement involvement** programs into school plans for academic accountability

The Superintendent or designee may:

a. Include parent/**guardian and family engagement involvement** strategies in school reform or school improvement initiatives

b. Involve parents/guardians **and family members** in school planning processes

Adopted: 8-06

Amended: 9-17-19

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION – 6171 TITLE I PROGRAMS - First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation - 6171 Title I Programs?

**BACKGROUND:** Board Policy 6171 updated to address (1) the requirement to use federal Title I funds to supplement, not supplant, funds available from state and local sources; (2) use of the district's local control and accountability plan to fulfill requirements for the Title I local educational agency plan; and (3) methods for demonstrating the comparability of services between Title I and non-Title I schools. Regulation updated to reflect amendments by the Every Student Succeeds Act related to schoolwide programs, targeted assistance programs, and participation by private school students.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy and Administrative Regulation - 6171 Title I Programs.
  2. Do not amend Board Policy and Administrative Regulation - 6171 Title I Programs.

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

Respectfully submitted,

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

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

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

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## **Title I Programs**

The Governing Board desires to provide a high-quality education that enables all students to meet challenging state academic standards. In ~~order to improve the academic achievement of student from~~ schools with a large number or percentage of economically disadvantaged families, the district shall use ~~federal~~ Title I funds to provide ~~supplementary~~ services that ~~reinforce~~ strengthen the ~~core curriculum~~ academic program and ~~assist~~ provide support to students ~~in attaining proficiency on state~~ at risk of failing to achieve academic standards ~~and assessments~~.

~~5149 - At Risk Students)~~

~~(cf. 6011 - Academic Standards)~~

~~(cf. 6162.5 - Student Assessment)~~

~~(cf. 6162.51 - Standardized Testing State Academic Achievement Tests)~~

Title I funds shall be used to supplement, not supplant, funds available from state and ~~Reporting Program~~ local sources for the education of students participating in Title I programs. (20 USC 6314, 6321)

Descriptions of how the district will address the required components of the Title I local educational agency plan, as specified in 20 USC 6312, shall be included within the district's control and accountability plan (LCAP), the LCAP Federal Addendum, or another document. School-level strategies shall be aligned with the district's plan and be tailored to the specific needs of the students at the school.

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

~~The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)~~

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

~~(cf. 0400 - Comprehensive Plans)~~

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

In addition, the district and each school receiving Title I funds shall develop a written parent-~~involvement~~/guardian and family engagement policy in accordance with 20 USC 6318.-

~~(cf. 6020 - Parent Involvement)~~

## ~~Local Educational Agency Plan~~

~~The Superintendent or designee shall consult with teachers, principals, administrators, other~~

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~~appropriate school personnel, and parents/guardians of participating students in the development, periodic review, and, as necessary, the revision of a local educational agency (LEA) plan. The plan and any revisions shall be submitted to the Governing Board for approval. (20 USC 6312)~~

~~The plan shall address components specified in 20 USC 6312, which describe the assessments, strategies and services the district will use to help low-achieving students meet challenging academic standards.~~

~~The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education. Subsequent revisions of the plan shall be kept on file in the district.~~

## Comparability of Services

~~State and local funds used in~~ In schools receiving Title I funds, state and local funds shall be used to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)

To demonstrate comparability of services among district schools, the district shall adopt:

1. Adopt and implement a districtwide salary schedule.

~~The ratio of students to~~

2. Ensure equivalence in teachers, administrators, and other staff, as measured by either or both of the following:
  - a. The ratio of students to instructional staff at each Title I school within a grade span, which shall not exceed 110 percent of the average ~~ratio across~~ ratio for all non-Title I district schools within that grade span
  - b. Salary expenditures for instructional staff at each Title I school, which shall be no less than 90 percent of the average salary expenditure across non-Title I district schools.

~~All district schools shall be provided with the same level of base funding per student for~~

- 1.3. Ensure equivalence in the provision of curriculum materials and instructional materials. The Superintendent or designee shall maintain records of the ~~quantity~~ supplies, by determining whether the per-student expenditure of state and quality of instructional local funds for curriculum materials and equipment at each

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~~school~~ instructional supplies in Title I schools is between 90 and 110 percent of the districtwide average

4. Determine whether the amount of state and local funds allocated per student for each grade span is between 90 and 110 percent of the per student average for each grade span in non-Title I schools

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

In determining comparability, the district shall not ~~including~~ include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to ~~disabled~~ students with disabilities, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I. (20 USC 6321)

~~The~~ ~~At the beginning of each school year, the~~ Superintendent or designee shall ~~measure~~ annually assess comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

## Participation of Private School Students

The district shall provide or contract to provide special educational services, instructional services (including evaluations to determine the progress being made in meeting students' academic needs), counseling, mentoring, one-on-one tutoring, or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis in comparison to services and other benefits for public school students. (20 USC 6320, 7881)

## Program Evaluation

~~The Board shall use state assessment results and other available measures or indicators to annually determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments. — (20 USC 6312)~~

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

~~*(cf. 0520.3 - Title I Program Improvement Districts)*~~

The Board shall regularly monitor the progress of economically disadvantaged and low-achieving students in Title I schools. During the annual evaluation of the district's progress toward achieving each goal identified in the LCAP or other planning document addressing 20 USC 6312, the Board shall review disaggregated data on academic achievement, school



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attendance, and other outcomes for such students and shall ensure that strategies are revised as necessary to support continuous improvement.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

## **Legal Reference:**

### EDUCATION CODE

11503 Parent involvement programs in Title I schools

~~52055-57 Districts identified or at risk of identification for program improvement~~

~~54020-54028 Economic Impact Aid~~

52060-52077 Local control and accountability plan

54420-54425 State Compensatory Education

64001 Single plan for student achievement, consolidated application programs–

UNITED STATES CODE, TITLE 20

6301 Program purpose

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

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

6314 Title I schoolwide programs

6315 Targeted assistance schools

~~6316 –School improvement~~

6318 Parent ~~involvement~~ and family engagement

6320 Participation of private school students

6321 Comparability of services

6333-6335 Grants to local educational agencies

6391-6399 Education for migrant students

7881 Participation of private school students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.~~79~~73 Improving basic programs for disadvantaged students

## **Management Resources:**

### CSBA PUBLICATIONS

~~Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006~~

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~LEA Plan, rev. May 17, 2006–~~

~~Provisions for Private School Students, Teachers,~~

~~Frequently Asked Questions About Title I Schoolwide Programs~~

~~Local Control and Accountability Plan Federal Addendum Template~~

~~Meeting Title I, Part A Comparability Requirements, October 2017~~

### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

~~Fiscal Changes and Equitable Services Requirements Under the Elementary and ~~Other~~Secondary~~

~~Education Personnel in the No Child Left Behind Act of 2001, rev. 1965 (ESEA), as Amended by the Every Student Succeeds Act, Non-Regulatory Guidance, November 1, 2005-21, 2016~~

### U.S. DEPARTMENT OF EDUCATION GUIDANCE–

~~Title I Fiscal Issues, May 26, 2006-Non-Regulatory Guidance, February 2008~~

~~Designing Schoolwide Programs, Non-Regulatory Guidance, March 22, 2006–~~

~~Supplemental Educational Services, June 13, 2005–~~

~~The Impact of the New Title I Requirements on Charter Schools, July 2004–~~

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~~Parental Involvement: Title I, Part A, April 23, 2004~~

~~Serving Preschool Children Under Title I, March 4, 2004~~

Title I Services to Eligible Private School Students, October 17, 2003

~~Local Educational Agency Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools, August 2003~~

## WEB SITES

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

California Department of Education: <http://www.cde.ca.gov/asa/titleone/sp/sw>

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

~~No Child Left Behind~~: <http://www.nclb.gov>

Adopted: 9-17-02

Amended: 8-24-04, 9-17-19

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## **Title I Programs**

### Schoolwide Programs

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. ~~The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes.—(20 USC 6312, 6314 (20 USC 6314; 34 CFR 200.25) Any participating~~

A school that does not meet these criteria may operate a Title I schoolwide program if it receives a waiver from the California Department of Education. (20 USC 6314)

Any school operating a schoolwide program shall develop, ~~annually review~~ a comprehensive plan with the involvement of parents/guardians, other members of the community to be served, and individuals who will carry out the plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of other federal education programs), the district, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, secondary school students as applicable, and other individuals determined by the school. (20 USC 6314)

*(cf. 0400 - Comprehensive Plans)*

The schoolwide program plan shall be based on a comprehensive needs assessment of the entire school and shall be incorporated into a single plan for student achievement which also incorporates the ~~plan required by 20 USC 6314 for reforming the school's total instructional program and~~ plans required by for other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

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

~~A schoolwide program~~The plan shall include: describe (20 USC 6314) ~~A comprehensive needs assessment of the entire~~ strategies that the school will implement to address school needs, including ~~the needs of migrant~~ a description of how such strategies will: (20 USC 6314)

1. Provide opportunities for all students, ~~which includes the achievement of~~ including economically disadvantaged students ~~in relation to~~, ethnic subgroups, students with disabilities, and English learners, to meet state academic ~~content and achievement~~ standards

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(cf. 6011 - Academic Standards)

~~(cf. 6162.5 - Student Assessment)~~

~~(cf. 6162.51 - Standardized Testing and Reporting Program)~~

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

~~(cf. 6175 - Migrant Education Program)~~

~~1. Schoolwide reform strategies that:~~

~~a. Provide opportunities for all students to meet the state's proficient and advanced levels of achievement~~

b. 2. Use ~~effective~~ methods and instructional strategies, ~~based on scientifically based research,~~ that strengthen the school's ~~core~~ academic program, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, ~~and which may include strategies for meeting the educational needs of historically underserved populations~~ programs, activities, and courses necessary to provide a well-rounded education

(cf. 5148.2 - Before/After School Programs)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6177 - Summer ~~School~~ Learning Programs)

~~Include strategies to address~~

~~e. 3. Address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement academic standards who are members of the target population of any program that is part of the schoolwide program. Such strategies, through activities which may include counseling, student~~ the following:

a. Counseling, school-based mental health programs, specialized instructional support services, mentoring services, ~~college and career awareness and preparation, and the integration of vocational and technical education programs.~~ other strategies to improve students' skills outside the academic subject areas

~~(cf. 5149 - At Risk Students)~~ 5141.6 - School Health Services

~~(cf. 6030 - Integrated Academic and Vocational Instruction)~~

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

~~d. Address how the school will determine if student needs have been met~~

~~e. Are consistent with and designed to implement state and local improvement plans, if any~~

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b. Preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school

*(cf. ~~0520.2 - Title I~~ 6141.4 - International Baccalaureate Program ~~Improvement Schools~~)  
(cf. 6141.5 - Advanced Placement)  
(cf. 6172.1 - Concurrent Enrollment in College Classes)  
(cf. 6178 - Career Technical Education)*

c. Implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act

2. d. Professional ~~High-quality and ongoing professional~~ development and other activities for teachers, ~~principals, paraprofessionals, and, if appropriate, student services~~ other school personnel, ~~other staff, and parents/guardians to enable all students in the school to meet state~~ to improve instruction and use of data from academic ~~achievement standards~~ assessments and to recruit and retain effective teachers, particularly in high-need subjects

*(cf. ~~0520.3 - Title I Program Improvement Districts~~)  
(cf. 4111/4211/4311 - Recruitment and Selection)  
(cf. 4131 - Staff Development)  
(cf. 4222 - Teacher Aides/Paraprofessionals)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)*

~~to attract high-quality, highly-qualified teachers to high-need schools plans~~

*(cf. ~~4111 - Recruitment and Selection~~)*

3. ~~Strategies to increase parent involvement~~

*(cf. ~~5020 - Parent Rights and Responsibilities~~)  
(cf. ~~6020 - Parent Involvement~~)*

4. e. Strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs

*(cf. 5148.3 - Preschool/Early Childhood Education)*

~~Measures to~~ The plan shall also include ~~teachers in decisions regarding the use a~~

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~~description of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance. Coordination and integration of any applicable federal, state, and local services and programs that will be consolidated in the schoolwide program.~~ (20 USC 6314; 34 CFR 200.27)

The plan and its implementation shall be regularly monitored and revised as necessary based on student needs to ensure that all students are provided opportunities to meet state academic standards. (20 USC 6314)

## Targeted Assistance Programs

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: eligible students who are failing, or most at risk of failing, to meet state academic standards. Students shall be identified on the basis of multiple, educationally related, objective criteria, except that students in preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria, established by the district and supplemented by the school. (20 USC 6315)

- ~~1. Students in grades 3-12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school~~
- ~~2. Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures~~

Eligible students include those who are economically disadvantaged; students with disabilities; migrant students, including those who participated in a migrant education program pursuant to 20 USC 6391-6399 in the preceding two years; English learners; students who participated in a Head Start or state preschool program in the preceding two years; students in a local institution for neglected or delinquent children and youth or attending a community day program for such students; and homeless students. (20 USC 6315)

Any targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic ~~achievement standards expected for all students~~ standards, which may include programs, activities, and academic courses necessary to provide a well-rounded education

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- ~~2.~~ Ensure that program planning is incorporated into existing school planning
  2. Use ~~effective~~ methods and instructional strategies, ~~based on scientifically based research~~, that strengthen the ~~core~~ academic program, ~~give primary consideration to providing extended~~ through activities which may include:
    - 3.a. Expanded learning time, ~~help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I~~ before- and after-school programs, and summer programs and opportunities
    - b. A schoolwide tiered model to prevent and address behavior problems, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act
- ~~4.~~ 3. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs
- ~~5.~~ 4. Provide ~~instruction by highly qualified teachers~~ Provide opportunities for professional development ~~for~~to teachers, principals, ~~other school leaders~~, paraprofessionals, and, if appropriate, ~~student services~~specialized instructional support personnel, ~~other staff~~, and ~~parents/guardians~~other school personnel who work with ~~participating students~~eligible students in Title I programs or in the regular education program. The professional development shall be provided using funds from Title I and, to the extent practicable, other sources.
  5. Implement strategies to increase ~~parent~~the involvement of parents/guardians of participating students
- ~~6.~~ 6. If appropriate and applicable, coordinate and integrate federal, state, and local services and programs, such as programs supported by the Elementary and Secondary Education Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career technical education programs, and comprehensive or targeted support and improvement activities under 20 USC 6311
  7. Provide assurances to the Superintendent or designee that the program will:
    - a. Help provide an accelerated, high-quality curriculum
    - b. Minimize the removal of students from the regular classroom during regular school hours for instruction supported by Title I funds

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- c. On an ongoing basis, review the progress of participating students and revise the targeted assistance program, if necessary, to provide additional assistance to enable such students to meet state academic standards

## Participation of Private School Students

~~The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)~~

Teachers, ~~other educational personnel~~, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent ~~involvement~~/guardian and family engagement activities and professional development pursuant to 20 USC 6318 ~~and 6319~~. (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation, and invite them to a meeting to discuss the intent of Title I and the roles of public and private school officials.

The Superintendent or designee shall consult, ~~in a meaningful and timely manner,~~ with appropriate private school officials, ~~in a meaningful and timely manner,~~ during the design and development of the ~~district's~~district's Title I programs, with the goal of reaching agreement on how to provide equitable and effective programs for eligible private school students. Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include ~~a discussion of~~consultation on issues such as the following: (20 USC 6320, 7881; 34 CFR 200.6356)

1. How the needs of private school students will be identified
- ~~1.2.~~ 2. What services will be offered
- ~~2.3.~~ 3. How, where, and by whom the services will be provided
- ~~2.~~ 4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to eligible private school students ~~and~~, the proportion of funds ~~that is to be~~ allocated for such services, and how that proportion of funds is determined



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3. 6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
4. 7. How and when the district will make decisions about the delivery of ~~services~~services to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
5. 8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor
  9. Whether the district will provide services directly or through a separate government agency, consortium, entity, or third-party contractor
  10. Whether to provide services to eligible private school students by pooling funds or on a school-by-school basis
  11. When services will be provided, including the approximate time of day
  12. Whether to consolidate and use funds provided under Title I with other funds available for services to private school students

If the district disagrees with the views of private school officials with respect to any of the above issues, the district shall provide the officials, in writing, the reasons that the district disagrees. (20 USC 6320)

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

The ~~Superintendent or designee~~district shall maintain, and shall provide to the ~~California Department of Education upon request~~CDE, a written affirmation signed by officials of each participating private school that consultation has occurred. ~~-(20 USC 6320)~~The affirmation shall provide the option for private school officials to indicate their belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to private school students. If private school officials do not provide the affirmation within a reasonable period of time, the district shall send documentation to the CDE demonstrating that the consultation has, or attempts at such consultation have, taken place. (20 USC 6320)

~~If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.~~

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(cf. 3580 - District Records)

1. The Superintendent or designee ~~also~~ shall also maintain copies of program descriptions, notices, funding allocations, and other communications and records documenting that: ~~The needs of private school teachers and/or~~ pertaining to the provision of services to private school students ~~were identified.~~
2. ~~The funds made available were equitable to those allocated for public school students and teachers.~~
3. ~~The district's program met the needs of the private school teachers and/or private school students.~~
4. ~~The district made efforts to resolve any complaints made by private school representatives.~~

Adopted: 8-06

Amended: 9-17-19

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.5.f. APPROVE AMENDMENT TO BYLAWS OF THE BOARD 9321 – CLOSED SESSION - First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the proposed amendment to Bylaws of the Board 9321 – Closed Session?

**BACKGROUND:** Board Bylaw 9321 retitled and updated to incorporate material formerly in BB 9321.1 - Closed Session Actions and Reports. Bylaw also adds the requirement to provide final documents approved or adopted during closed session to persons who have submitted a request. Section on "Matters Related to Students" provides that student names should not be included on the agenda or reports of expulsion hearings pursuant to court decision. Section on "Security Matters" reflects the board's authority to meet in closed session with law enforcement officials to develop a tactical response plan. Section on "Real Property Negotiations" reflects Attorney General publication stating the board's authority to approve a final real property agreement in closed session. Section on "Pending Litigation" updates legal cites. Exhibit (1) added to provide examples of agenda descriptions of closed session items. Exhibit (2) added to provide examples of reports of closed session actions that must be made when the board reconvenes in open session following the closed session.

- ALTERNATIVES:**
1. Approve the amendment of Bylaws of the Board 9321 – Closed Session.
  2. Do not approve the amendment of Bylaws of the Board 9321 – Closed Session.
  3. Adopt a modified version of the amendment to Bylaws of the Board 9321 – Closed Session.

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

Respectfully submitted,

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

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

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

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## Closed Session ~~Purposes And Agendas~~

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold ~~closed sessions only for purposes authorized by law.~~ ~~A~~ a closed session ~~may be held~~ during a regular, special, or emergency meeting ~~in accordance with~~ only for purposes authorized by law.—

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law: ~~and specified below.~~ (Government Code 54954.2)

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

~~The Board~~ In the open session preceding the closed session, the Board shall disclose ~~in open session~~ the items to be discussed in closed session. ~~In the closed session, the Board may consider only those matters covered in its statement.~~ (Government Code 54957.7)

After the closed session, the Board shall reconvene in open session before adjourning the meeting; and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the ~~manner prescribed by~~ agenda for the closed session. (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

## Confidentiality

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

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

*(cf. 9321.1—Closed Session Actions and Reports)*

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The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

*(cf. 1340 - Access to District Records)*

A Board member shall not disclose confidential information received in ~~a~~ closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

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

## Personnel Matters

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, ~~evaluation of performance~~ **evaluation**, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 4115 - Evaluation/Supervision)*

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

*(cf. 4215 - Evaluation/Supervision)*

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

*(cf. 4315 - Evaluation/Supervision)*

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee **who is the subject of the complaint** requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of ~~his/her~~ **the** right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 4112.9/4212.9/4312.9 — Employee Notifications)*

The Board may hold a closed session to discuss ~~a district an~~ **an** employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other

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extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

*(cf. 4117.7/4317.7 - Employment Status Reports)*

## Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

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

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)*

The Board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and

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unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the Board shall identify its designated representative in open session. –Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

*(cf. 2121 - Superintendent's Contract)*

~~Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)~~

~~For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)~~

The Board also may meet in closed session with a state conciliator ~~or mediator~~ who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

## Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except

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that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session.

(Education Code 35146, 48912, 49070)

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5125.3 - Challenging Student Records)*

*(cf. 5144 - Discipline)*

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

~~The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49070)~~

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5125.3 - Challenging Student Records)*

*(cf. 5144 - Discipline)*

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)

*(cf. 5125 - Student Records)*

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or



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other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name.

## Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. ~~(Government Code~~ Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code 54956.5, 54957)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515 - Campus Security)*

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

~~The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)~~

*(cf. 9323.2 - Actions by the Board)*

Agenda items related to [these](#) security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

## ~~Conference with Real Property Negotiator~~

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses. (Education Code 32281)

## Real Property Negotiations

The Board may meet in closed session with its real property negotiator prior to the purchase,

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sale, exchange, or lease of real property by or for the district in order to grant its negotiator ~~the~~ authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) ~~and~~, the property under negotiation, and ~~to specify~~ the person(s) with whom the negotiator may negotiate. ~~-(Government Code 54956.8)~~

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. ~~-If~~ circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. ~~-If~~ there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. ~~-The~~ agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

## Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding ~~a~~ pending litigation when ~~a~~ discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

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1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(ad)(1))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(bd)(2), (3))

Existing facts and circumstances for these purposes are limited to the following:  
(Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.
- c. The receipt of a claim pursuant to the ~~Tort~~Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf. 3320 - Claims and Actions Against the District)

- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
  - e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on his/her the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(e)d)(4))

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Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9~~(a)~~ (d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)–

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)–

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9~~(b)~~(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9~~(e)~~(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Following the closed session, the Board shall publicly report, as applicable: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

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If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

## Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

*(cf. 3530 - Risk Management/Insurance)*

Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may also meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. ~~During the Board's that has direct financial or liability implications for the district. During the Board's~~ closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session ~~of the JPA to fellow Board members.~~ (Government Code 54956.96) ~~of the JPA to fellow Board members. (Government Code 54956.96)~~

~~The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)~~

Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

## Review of Audit Report from California State Auditor's Office

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Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. –After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.

## Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf. 6162.5 –~~Student Assessment~~)51 - State Academic Achievement Tests)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Following the closed session, the Board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

## Legal Reference:

### EDUCATION CODE

32281 School safety plans

35145 Public meetings

35146 Closed session (~~re~~for student suspension) or disciplinary action

44929.21 Districts with ADA of 250 or more

48912 Governing board suspension of student

48918 Rules governing expulsion procedures; hearings and notice

49070 Challenging content of student records

~~60617 Meetings of governing board~~

49073-49079 Privacy of student records

60617 Closed session (re review of contents of statewide assessment)

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9321(l)

## GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

6252-6270 California Public Records Act

54950-54963 The Ralph M. Brown Act

## CALIFORNIA CONSTITUTION

Article I, Section 3 Public right to access information

## UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

## CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy

## COURT DECISIONS

*Moreno v. City of King*, (2005) 127 Cal.App.4th 17

*Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners*, (2003) 107 Cal.App.4th 860

*Rim of the World Unified School District v. San Bernardino County Superior Court*, (2002) 104 Cal.App.4th 1393

*Bell v. Vista Unified School District*, (~~2001~~2000) 82 Cal.App. 4th 672

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

*Kleitman v. Superior Court of Santa Clara County*, (1999) 87 Cal Rptr. 2d

*Furtado v. Sierra Community College District*, (1998) 68 Cal.App. 4th 876

*Roberts v. City of Palmdale*, (1993) 5 Cal.App. 4th 363

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

*Sacramento Newspaper Guild v. Sacramento County Board of Supervisors*, (1968) 263 Cal.App. 2d 41

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

## ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

89 Ops.Cal.Atty.Gen. 110 (2006)

86 Ops.Cal.Atty.Gen. 210 (2003)

78 Ops.Cal.Atty.Gen. 218 (1995)

59 Ops.Cal.Atty.Gen. 532 (1976)

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

## Management Resources:

### CSBA PUBLICATIONS

*The Brown Act: School Boards and Open Meeting Laws*, ~~2009~~rev. 2014

### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

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

### LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

*Open and Public IV: A Guide to the Ralph M. Brown Act*, rev. July 2010

### WEB SITES

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

California Office of the Attorney General's Office: <http://www.oag.ca.gov>

League of California Cities: <http://www.cacities.org>

Adopted: 3-12-02

Amended: 9-17-02, 3-22-05, 10-16-12, 2-15, 9-17-19

**OAK PARK UNIFIED SCHOOL DISTRICT  
BYLAWS OF THE BOARD**

*Series 9000*

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*E 9321(a)*

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**Closed Session**

Exhibit 1

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

**PUBLIC EMPLOYEE APPOINTMENT**

Government Code 54957

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

(Specify position to be filled)

**PUBLIC EMPLOYMENT**

Government Code 54957

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

(Specify position to be filled)

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Government Code 54957

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

(Specify position of employee being evaluated)

**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Government Code 54957

(No additional information is required. An employee's dismissal or nonrenewal shall not be reported until the employee has first exhausted any right to a hearing or other administrative remedy.)

**SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE**

Government Code 54957

(No additional information is required.)

**EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED  
COMPENSATION PLAN**

Government Code 54957.10

(No additional information is required.)



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Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6

District-designated representatives:

\_\_\_\_\_  
(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization:

\_\_\_\_\_  
(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented employee:

\_\_\_\_\_  
(Specify position of unrepresented employee who is the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION  
Education Code 35146  
Student identification number:

\_\_\_\_\_  
(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

STUDENT EXPULSION  
Education Code 48912  
Student identification number:

\_\_\_\_\_  
(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL  
Education Code 49070  
Student identification number:

\_\_\_\_\_

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(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

**CONFIDENTIAL STUDENT MATTER**

Action under consideration:

\_\_\_\_\_

(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

Student identification number:

\_\_\_\_\_

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

Security Matters

**THREAT TO PUBLIC SERVICES OR FACILITIES**

Government Code 54957

Consultation with: \_\_\_\_\_

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

**DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN**

Education Code 32281

Consultation with: \_\_\_\_\_

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

Real Property Negotiations

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code 54956.8

Property: \_\_\_\_\_

(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

District negotiator:

\_\_\_\_\_

(Specify names of negotiators attending the closed session. If circumstances necessitate the

**OAK PARK UNIFIED SCHOOL DISTRICT  
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absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: \_\_\_\_\_  
(Specify name of party, not agent.)

Under negotiation: \_\_\_\_\_  
(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Pending Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
Government Code 54956.9(d)(1)

Name of case: \_\_\_\_\_  
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Government Code 54956.9(d)(2) or (3)

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3). Number of potential cases: \_\_\_\_\_

Or

Initiation of litigation pursuant to Government Code 54956.9(d)(4). Number of potential cases: \_\_\_\_\_

If applicable, facts and circumstances: \_\_\_\_\_  
(The district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). These include facts and circumstances, such as an accident, disaster, incident, or transactional occurrence that might result in litigation against the district and that are known to potential plaintiff(s).)

Joint Powers Authority Issues

**OAK PARK UNIFIED SCHOOL DISTRICT  
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*Series 9000*

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**LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY**  
Government Code 54956.95

Name of claimant(s): \_\_\_\_\_  
(Specify name, except pursuant to Government Code 54961 when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name of agency against which the claim is made: \_\_\_\_\_

**CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH  
DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT**  
Government Code 54956.96

Name of JPA: \_\_\_\_\_

Discussion will concern:

\_\_\_\_\_  
(Specify closed session description used by the JPA.)

Name of district representative on JPA board:

\_\_\_\_\_

Names of agencies or titles of representatives attending the closed session as consultants or other representatives, if applicable: \_\_\_\_\_

\_\_\_\_\_

Review of Audit from State Auditor's Office

**AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE**  
Government Code 54956.75  
(No additional information is required.)

Review of Assessment Instruments

**REVIEW OF STUDENT ASSESSMENT INSTRUMENT**  
Education Code 60617

The Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program. Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Adopted: 9-17-19

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Exhibit 2

CLOSED SESSION

REPORTS OF CLOSED SESSION ACTIONS

Following a closed session during any Governing Board meeting, the Board shall reconvene in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

Personnel Matters

Title of position: \_\_\_\_\_

Action taken: \_\_\_\_\_  
(e.g., appointment/employment/evaluation/discipline/dismissal/release)

Board member votes/abstentions: \_\_\_\_\_

Negotiations/Collective Bargaining

Approval of final agreement with represented employees

Item approved: \_\_\_\_\_

Other party/parties to the negotiation: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

Matters Related to Students

(Final action must be taken in open session. It is recommended that the student's name not be disclosed.)

Security Matters

Action taken: \_\_\_\_\_  
(e.g., consultation with law enforcement; approval of contract or memorandum of understanding; approval of tactical response plan, without disclosing the details of the plan)

Board member votes/abstentions: \_\_\_\_\_

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Real Property Negotiations

Action taken: \_\_\_\_\_  
(Report if Board approves a final agreement concluding real estate negotiations. If final approval rests with the other party, report as soon as the other party has approved the agreement.)

Substance of the agreement: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

Existing Litigation

Action taken related to existing litigation:

\_\_\_\_\_  
(e.g., approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation; or approval to legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding. If final approval of settlement rests with the other party, report to any person upon request once the settlement is final.)

Adverse party/parties, if known: \_\_\_\_\_

Substance of the litigation: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

Anticipated Litigation

Action taken: The Board has given approval to legal counsel to initiate or intervene in a lawsuit. The action, defendants, and other details will be disclosed to any person upon request after the lawsuit is commenced, unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

(The report does not need to initially identify the action, defendants, or other details.)

Board member votes/abstentions: \_\_\_\_\_

Joint Powers Agency Issues

**LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY**

Name of claimant(s): \_\_\_\_\_

**OAK PARK UNIFIED SCHOOL DISTRICT  
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Name of agency against which the claim is made: \_\_\_\_\_

Substance of the claim: \_\_\_\_\_

Monetary settlement agreed upon by the claimant: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

**CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH  
DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT**

Name of JPA: \_\_\_\_\_

Action taken: \_\_\_\_\_

(Law does not include any specific disclosures to be reported.)

Board member votes/abstentions: \_\_\_\_\_

Review of Audit from State Auditor's Office

Action taken: The Board reviewed the confidential final draft audit report received from the California State Auditor's Office and has prepared a response.

(No additional information is required. Unless otherwise exempted by law, after the audit report is subsequently released to the public, any Board discussion of the report must be conducted in open session.)

Review of Assessment Instruments

Action taken: The Board reviewed the contents of a student assessment instrument approved or adopted for the statewide testing system.

Adopted: 9-17-2019

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: B.5.g. APPROVE DELETION OF BYLAWS OF THE BOARD 9321.1 – CLOSED SESSION ACTION AND REPORTS- First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the proposed deletion of Bylaws of the Board 9321.1 – Closed Session Action and Reports?

**BACKGROUND:** Board Bylaw 9321.1 deleted and key concepts incorporated in BB 9321 – Closed Session.

- ALTERNATIVES:**
1. Approve the deletion of Bylaws of the Board 9321.1 – Closed Session Action and Reports.
  2. Do not approve the deletion of Bylaws of the Board 9321.1 – Closed Session Action and Reports.

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

Respectfully submitted,

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

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

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



# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9321.1(a)*

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## Closed Session Actions And Reports

No matters other than those announced in open session shall be acted upon during the closed session. (Government Code 54957.7)

*(cf. 9321—Closed Session Purposes and Agendas)*

The Board shall reconvene in open session before adjourning and report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing them. (Government Code 54957.7)

## Personnel Matters

The Board shall report any personnel action taken and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall identify the title of the position. However, the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

*(cf. 1312.1—Complaints Concerning District Employees)*

*(cf. 2140—Evaluation of the Superintendent)*

*(cf. 4118—Suspension/Disciplinary Action)*

*(cf. 4218—Dismissal/Suspension/Disciplinary Action)*

## Negotiations/Collective Bargaining

Final action on the proposed compensation of one or more unrepresented employees shall not be taken during the closed session. (Government Code 54957.6)

Approval of an agreement concluding closed session labor negotiations with represented employees shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

*(cf. 4143/4243—Negotiations/Consultation)*

*(cf. 4143.1/4243.1—Public Notice—Personnel Negotiations)*

# ~~OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD~~

~~Series 9000~~

~~Bylaws of the Board~~

~~BB 9321.1(b)~~

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## Student Matters

~~Actions related to student matters shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918; 20 USC 1232))~~

~~In an expulsion action, the student's name shall not be disclosed, but the cause for the expulsion shall be disclosed in open session.~~

~~(cf. 5117—Interdistrict Attendance)~~

~~(cf. 5119—Students Expelled from Other Districts)~~

~~(cf. 5125—Student Records)~~

~~(cf. 5125.3—Challenging Student Records)~~

~~(cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

## Real Estate Negotiations

~~Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)~~

## Pending Litigation

~~The Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held: (Government Code 54957.1)~~

- ~~1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.~~
- ~~2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.~~

# ~~OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD~~

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~~BB 9321.1(e)~~

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~~3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.~~

~~If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the district shall report the fact of approval, the substance of the agreement and the vote and abstentions thereon to persons who inquire once the settlement is final. (Government Code 54957.1)~~

## JPA/Self Insurance Claims

~~The Board shall report the disposition of joint powers authority or self insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)~~

~~(cf. 3320 Claims and Actions Against the District)~~

~~(cf. 3530 Risk Management/Insurance)~~

## Review of Assessment Instruments

~~At the public meeting during which the Board holds a closed session to review student assessment instruments, the Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.~~

~~(cf. 6162.5 Student Assessment)~~

### Legal Reference:

#### ~~EDUCATION CODE~~

~~35145 Public meetings~~

~~35146 Closed session (re student matters)~~

~~48918 Rules governing expulsion procedures; hearings and notice~~

~~49073-49079 Privacy of student records~~

~~60617 Meetings of governing board~~

#### ~~GOVERNMENT CODE~~

~~54950-54963 The Ralph M. Brown Act, especially:~~

~~54957.1 Closed sessions; public report of action taken~~

~~54957.6 Closed sessions; representatives to employee organization(s)~~

~~54957.7 Disclosure of items to be discussed~~

#### ~~UNITED STATES CODE, TITLE 20~~

~~1232g Family Educational Rights and Privacy Act~~

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*CODE OF FEDERAL REGULATIONS, TITLE 34*

*99.1-99.8 Family Educational Rights and Privacy*

*ATTORNEY GENERAL OPINIONS*

*80 Ops. Cal. Atty. Gen. 85 (1997)*

*COURT DECISIONS*

*Kleitman v. Superior Court (1999) 87 Cal. Rptr. 2d 813*

*Adopted: 10-19-77*

*Amended: 9-2-81, 3-2-84, 11-6-84, 11-13-90, 3-12-02, 9-17-02*

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: VII.1 MONTHLY CASH FLOW REPORT**

INFORMATION

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

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

**FISCAL IMPACT:** None- for information only.

**RECOMMENDATION:** None - for information only.

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

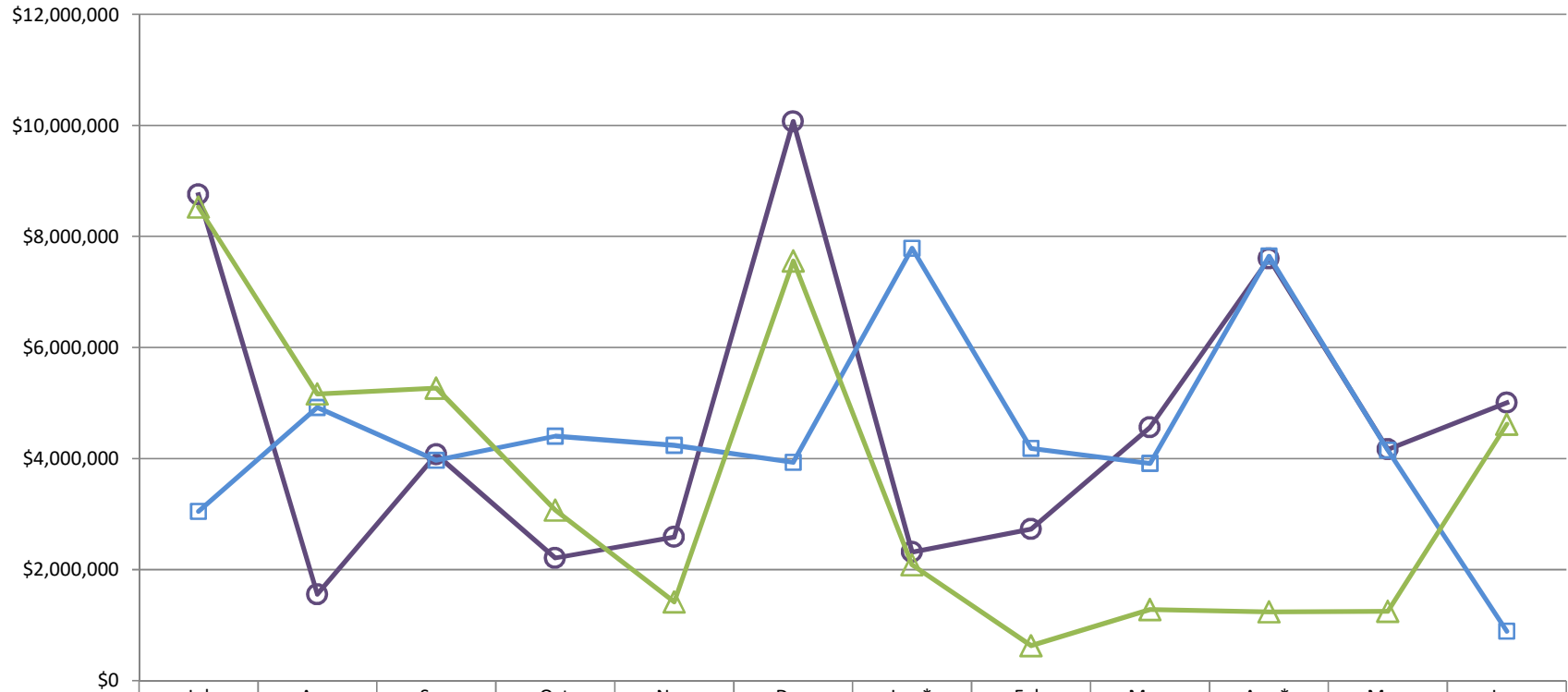
Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2019-20 Budget															
Budget: Adopted Budget															
Actuals through August 31, 2019															
BEGINNING BALANCE BASED ON 2018-19 YEAR-END ESTIMATED ACTUALS															
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
<b>A. BEGINNING CASH</b>	9110	\$2,819,165	\$8,527,095	\$5,161,262	\$5,266,707	\$3,071,612	\$1,419,789	\$7,559,120	\$2,086,783	\$630,340	\$1,281,053	\$1,236,810	\$1,248,733		
<b>B. RECEIPTS</b>															
Revenue Limit Sources															
Principal Apportionment	8010-8019	1,021,475	1,021,475	3,421,504	1,838,654	1,838,654	3,421,505	1,838,654	2,068,834	3,643,946	2,068,834	2,068,834	4,099,798	-1	<b>28,352,166</b>
Property Taxes	8020-8079	83,032	247	67	39,193	398,700	5,981,068	180,415	49	64,126	4,298,487	122,153	372,010	78,128	<b>11,617,675</b>
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Federal Revenue	8100-8299	23,639	0	37,808	2,201	0	41,789	10,646	0	72,529	0	0	911,559	0	<b>1,100,171</b>
Other State Revenue	8300-8599	9,629	104,031	133,202	494	43,711	304,210	0	0	0	176,759	185,818	318,235	-105,855	<b>1,170,234</b>
Other Local Revenue	8600-8799	279,040	405,411	417,493	321,420	295,404	327,459	268,655	237,976	350,782	261,434	463,405	613,733	-222,299	<b>4,019,911</b>
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL RECEIPTS</b>		<b>1,416,815</b>	<b>1,531,164</b>	<b>4,010,074</b>	<b>2,201,962</b>	<b>2,576,469</b>	<b>10,076,031</b>	<b>2,298,370</b>	<b>2,306,859</b>	<b>4,131,383</b>	<b>6,805,514</b>	<b>2,840,210</b>	<b>6,315,334</b>	<b>-250,027</b>	<b>46,260,157</b>
<b>C. DISBURSEMENTS</b>															
Certificated Salaries	1000-1999	332,820	2,133,273	2,138,861	2,163,306	2,184,883	2,157,299	2,157,790	2,190,239	2,170,596	2,178,902	2,284,554	366,470	1,554	<b>22,460,546</b>
Classified Salaries	2000-2999	231,055	685,645	661,730	657,152	704,285	651,505	622,824	671,674	641,060	639,553	684,223	500,650	-54,600	<b>7,296,756</b>
Employee Benefits	3000-3999	103,031	1,021,131	1,018,151	1,022,696	1,033,159	1,036,187	1,016,265	1,021,615	1,022,042	1,018,567	1,044,904	269,261	-7,643	<b>10,619,365</b>
Books, Supplies	4000-4999	52,608	586,061	126,799	240,095	58,055	98,321	105,615	106,499	141,698	66,994	95,510	57,427	-406,848	<b>1,328,834</b>
Services	5000-5999	128,464	808,025	293,136	484,308	286,442	279,920	445,409	326,579	199,957	456,141	182,170	361,474	-468,712	<b>3,783,312</b>
Capital Outlay	6000-6599	0	0	2,309	6,964	210,868	7,147	0	28,981	0	41,460	89,295	-76,480	-2	<b>310,542</b>
Other Outgo - Excess Costs	7000-7499	55,729	17,150	-11,125	31,672	32,665	8,267	10,097	22,345	-2,054	-2,054	22,345	248,429	11,840	<b>445,306</b>
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	104,914	0	<b>104,914</b>
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL DISBURSEMENTS</b>		<b>903,706</b>	<b>5,251,284</b>	<b>4,229,861</b>	<b>4,606,193</b>	<b>4,510,357</b>	<b>4,238,646</b>	<b>4,358,000</b>	<b>4,367,932</b>	<b>4,173,299</b>	<b>4,399,563</b>	<b>4,403,001</b>	<b>1,832,145</b>	<b>-924,412</b>	<b>46,349,575</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>															
Accounts Receivable	9200	111,346	23,216	63,390	5,966	10,468	-5,986	17,445	422,025	430,307	796,042	1,325,009	-1,311,263	0	<b>1,887,965</b>
Due From Other Funds	9310	0			0	0									
Prepaid Expenditures	9330	261													
Accounts Payable	9500	-2,141,786	331,070	261,843	203,169	271,596	307,932	182,348	182,605	262,322	366,266	249,705	942,855	0	<b>1,419,925</b>
Unearned Revenues	9650	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Cash Loans from Other Funds	9610	0	0	0	0	0	0	0	0	0	0	0	-745,105	0	<b>(745,105)</b>
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Current Loans (Current Yr TRANS)	9640	7,225,000	0	0	0	0	0	-3,612,500	0	0	-3,612,500	0	0	0	<b>0</b>
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>5,194,821</b>	<b>354,287</b>	<b>325,232</b>	<b>209,136</b>	<b>282,065</b>	<b>301,946</b>	<b>-3,412,707</b>	<b>604,630</b>	<b>692,629</b>	<b>-2,450,193</b>	<b>1,574,714</b>	<b>-1,113,513</b>	<b>0</b>	<b>2,562,785</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>5,707,930</b>	<b>-3,365,833</b>	<b>105,445</b>	<b>-2,195,095</b>	<b>-1,651,823</b>	<b>6,139,331</b>	<b>-5,472,337</b>	<b>-1,456,443</b>	<b>650,713</b>	<b>-44,242</b>	<b>11,923</b>	<b>3,369,676</b>	<b>674,385</b>	<b>2,473,367</b>
<b>F. ENDING CASH (A+E)</b>		<b>8,527,095</b>	<b>5,161,262</b>	<b>5,266,707</b>	<b>3,071,612</b>	<b>1,419,789</b>	<b>7,559,120</b>	<b>2,086,783</b>	<b>630,340</b>	<b>1,281,053</b>	<b>1,236,810</b>	<b>1,248,733</b>	<b>4,618,409</b>	<b>674,385</b>	<b>2,473,367</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>														<b>5,292,794</b>	

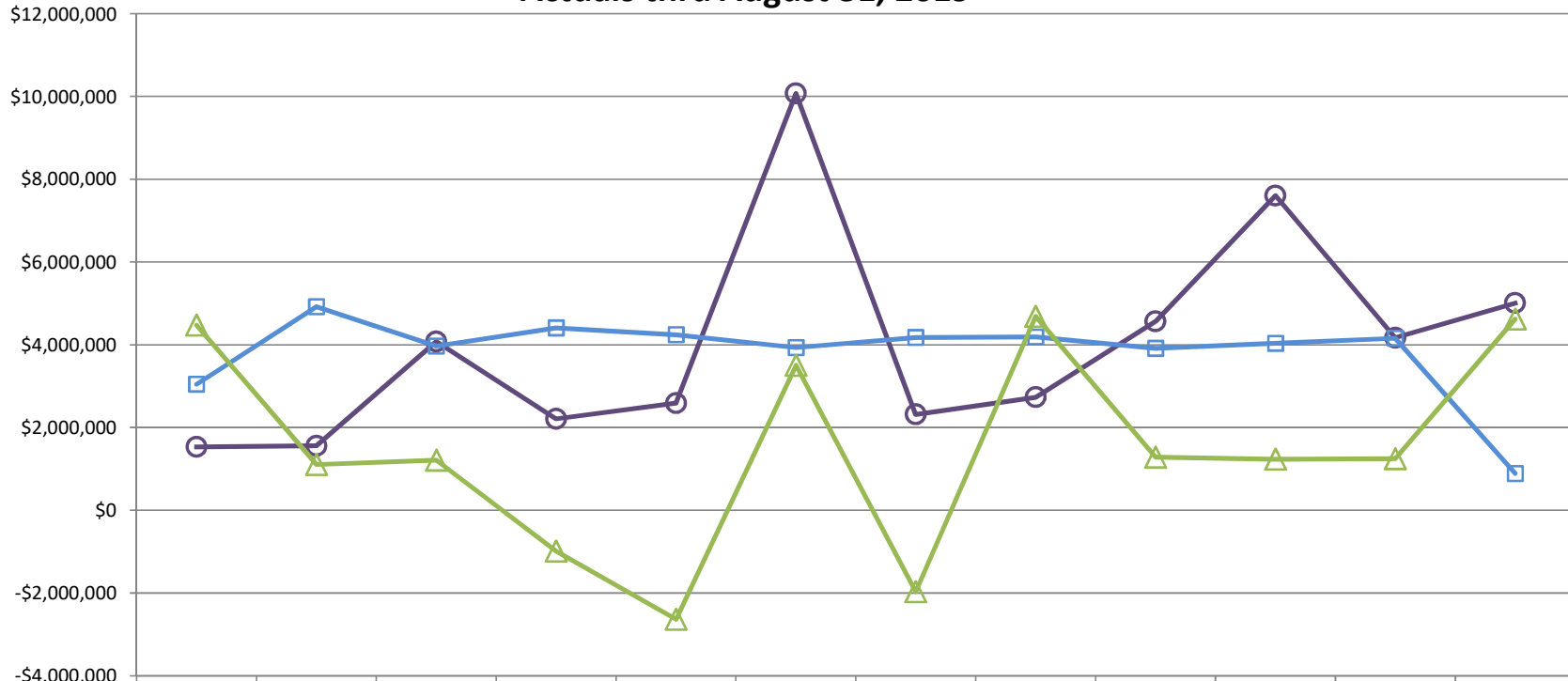
## OPUSD - Cashflow Actuals thru August 31, 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	8,753,161	1,554,380	4,073,463	2,207,929	2,586,938	10,070,046	2,315,815	2,728,884	4,561,689	7,601,556	4,165,218	5,004,071
Expense + AP	3,045,492	4,920,214	3,968,018	4,403,024	4,238,761	3,930,714	7,788,152	4,185,327	3,910,977	7,645,797	4,153,296	889,290
Cash Balance	8,527,095	5,161,262	5,266,707	3,071,612	1,419,789	7,559,120	2,086,783	630,340	1,281,053	1,236,810	1,248,733	4,618,409

**\* NOTE:**    **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$7,225,000.**  
**TRAN repayment included in Expense and Cash Balance lines: January \$3,612,500 and April \$3,612,500.**

### OPUSD - Cashflow without TRAN Actuals thru August 31, 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,528,161	1,554,380	4,073,463	2,207,929	2,586,938	10,070,046	2,315,815	2,728,884	4,561,689	7,601,556	4,165,218	5,004,071
Expense + AP	3,045,492	4,920,214	3,968,018	4,403,024	4,238,761	3,930,714	4,175,652	4,185,327	3,910,977	4,033,297	4,153,296	889,290
Cash Balance	4,472,095	1,106,262	1,211,707	-983,388	-2,635,211	3,504,120	-1,968,217	4,685,340	1,281,053	1,236,810	1,248,733	4,618,409

**\* NOTE:**    **TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,255,000**  
**TRAN repayment not included (January \$2,127,500 and April \$2,127,500).**



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: VII.2 MONTHLY MEASURE S BOND PROJECT STATUS REPORT**  

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**INFORMATION**

**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through August 31, 2019?

**BACKGROUND:** As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

**FISCAL IMPACT:** None - for information only.

**RECOMMENDATION:** None - for information only.

Prepared by: Leon Cavallo, Project Manager, Balfour Beatty Construction  
Enoch Kwok, Director, Educational Technology and Information Systems  
Brendan Callahan, Director Bond Programs, Sustainability, Maintenance and Operations  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures thru August 30, 2019

School/Project Name	Budget			Commitments		Expen
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures
<b>Measure S Management</b>					-	
Measure S General Planning Services	155,160	-	155,160	155,160	-	155,160
Measure S District Program Management Salaries	802,914	283,629	1,086,543	1,086,543	-	849,414
17-58S General Planning & Services	90,821	29,400	120,221	120,221	-	101,952
Measure S- PM/CM Software, Equipment & Supplies	251,000	-	251,000	194,421	56,579	193,757
Measure S General CM Services	462,811	-	462,811	363,330	99,481	348,410
	<b>1,762,706</b>	<b>313,029</b>	<b>2,075,735</b>	<b>1,919,675</b>	<b>156,060</b>	<b>1,648,693</b>
<b>Brookside Elementary School</b>					-	
17-32S Security Fencing	99,940	(41,450)	58,490	58,490	-	58,490
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000
17-47S Administration Building DSA Cert.	748,857	587,917	1,336,774	1,287,009	49,765	1,143,546
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	3,400	3,400	-	3,400
18-18S Classroom Replacement(4) Phase 1	3,648,750	-	3,648,750	396,395	3,252,355	320,678
	<b>4,510,947</b>	<b>546,467</b>	<b>5,057,414</b>	<b>1,755,294</b>	<b>3,302,120</b>	<b>1,536,114</b>
<b>District Office</b>					-	
19-17S District Office Emergency Generator	65,625	-	65,625	22,640	42,985	13,390
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	12,416	12,416	-	12,416
	<b>78,041</b>	<b>-</b>	<b>78,041</b>	<b>35,056</b>	<b>42,985</b>	<b>25,806</b>
<b>District Wide</b>					-	
17-49S Security Badge System Upgrade	9,586	-	9,586	9,586	-	9,586
17-01S Solar Project	7,000,000	120,121	7,120,121	7,120,121	-	7,120,121
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	374,597	374,597	-	374,597
17-39S Landscape Improvements	19,000	-	19,000	19,000	-	19,000
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	14,669
18-26S Collaborative Furniture	200,000	(15,412)	184,588	184,588	-	184,588
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	12,319	12,319	-	12,319
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	282,274	(11,900)	60,545
19-10S Collaborative Furniture	200,000	-	200,000	196,043	3,957	181,448
	<b>8,158,192</b>	<b>47,062</b>	<b>8,205,254</b>	<b>8,213,197</b>	<b>(7,943)</b>	<b>7,976,873</b>
<b>King James Court</b>					-	
King James Court Debris Clearance	15,700	-	15,700	-	15,700	-
	<b>15,700</b>	<b>-</b>	<b>15,700</b>	<b>-</b>	<b>15,700</b>	<b>-</b>
<b>Medea Creek Middle School</b>					-	



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures thru August 30, 2019

School/Project Name	Budget			Commitments		Expen
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures
17-23S Roof Replacement	83,000	(22,684)	60,316	60,316	-	60,316
17-24S HVAC Replacement	276,810	54,977	331,787	331,787	0	331,787
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000
17-35S Kitchen Improvements	1,506,394	-	1,506,394	1,568,894	(62,500)	1,568,094
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937
18-21S Classroom Replacement	4,964,569	-	4,964,569	446,425	4,518,144	354,023
18-25S MPR High Roof Replacement	160,135	-	160,135	165,457	(5,322)	165,457
18-36S Library Wall Removal	3,500	-	3,500	3,500	-	3,500
18-39S Counseling Office Improvements & Additions	28,350	3,759	32,109	35,459	(3,350)	35,459
18-40S Safety/Security Gates	89,827	-	89,827	89,827	-	89,827
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	61,844	64,940	(3,096)	45,633
18-48S EV Charging Station	17,794	-	17,794	17,794	-	17,794
19-05S Trellis Removal at MCMS	80,000	(8,198)	71,802	71,802	-	71,802
19-15S Shade Sails at MCMS	55,850	-	55,850	55,850	-	4,995
	<b>7,402,698</b>	<b>32,797</b>	<b>7,435,494</b>	<b>2,991,618</b>	<b>4,443,876</b>	<b>2,828,255</b>
<b>Oak Hills Elementary School</b>						
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,652	6,184	133,652
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845
18-19S/19-09S Add Modular Classrooms	4,824,000	-	4,824,000	554,963	4,269,037	178,214
19-02S: Area Drain Improvements @Rooms 8-11	13,640	(1,240)	12,400	12,400	-	12,400
19-12F OHES Running Track	97,812	-	97,812	98,109	(297)	98,109
19-13S - OHES Fencing @ Park	135,042	-	135,042	118,501	16,541	118,501
19-20S Kindergarten Flooring Classrooms	19,223	-	19,223	19,223	-	19,223
	<b>5,297,905</b>	<b>(5,747)</b>	<b>5,292,158</b>	<b>1,000,693</b>	<b>4,291,465</b>	<b>623,943</b>
<b>Oak Park High School</b>						
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	283,134	283,134	0	283,134
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	198,834	139,864	58,970	139,864
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	56,370



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures thru August 30, 2019

School/Project Name	Budget			Commitments		Expen
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,855	30	42,855
18-24S Safety Security Fencing @ Library & Gates	52,800	-	52,800	62,010	(9,210)	62,010
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	23,450	23,450	-	23,450
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	122,083	122,083	-	122,083
19-23S Tennis Court Resurfacing	44,084	-	44,084	-	44,084	-
	<b>1,211,768</b>	<b>(211,302)</b>	<b>1,000,466</b>	<b>881,701</b>	<b>118,765</b>	<b>881,701</b>
<b>Oak Park High School</b>					-	
19-19S Art Court Phase II	200,000	-	200,000	65,006	134,994	35,946
	<b>200,000</b>	-	<b>200,000</b>	<b>65,006</b>	<b>134,994</b>	<b>35,946</b>
<b>Oak Park Neighborhood School</b>					-	
19-08S OPNS Arch Svcs for DSA Certific	189,285	-	189,285	191,285	(2,000)	13,386
	<b>189,285</b>	-	<b>189,285</b>	<b>191,285</b>	<b>(2,000)</b>	<b>13,386</b>
<b>Red Oak Elementary School</b>					-	
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860
18-20S Modular Classroom Replacement	6,021,482	-	6,021,482	432,840	5,588,642	283,501
19-01S MPR Structural Repairs	37,849	(3,441)	34,408	34,408	-	34,408
19-14S ROES Phase 1 Safety/Security Fencing	148,440	-	148,440	130,400	18,040	130,400
19-16S ROES Phase 2 Safety/Security Fencing	75,873	-	75,873	68,975	6,898	68,975
	<b>6,299,044</b>	<b>(4,981)</b>	<b>6,294,063</b>	<b>680,483</b>	<b>5,613,580</b>	<b>531,144</b>
<b>TECH</b>					-	
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	48,120
18-12S Network File Server Refresh	125,000	-	125,000	124,500	500	124,500
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	37,272	17,728	37,272
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	341,257	218,114	123,143	210,136
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106
18-31F 3-D Printers	31,500	-	31,500	26,882	4,618	26,882
18-28S DW Chromebook Refresh	250,000	-	250,000	209,943	40,057	209,943
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	31,124	4,976	31,124
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	18,981	18,981	-	18,981
18-43S DW Virtual Reality Pilot Program	6,000	-	6,000	5,148	852	5,148
18-44S I-Pad Refresh of K-2 Totes	325,000	-	325,000	302,138	22,862	302,138



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures thru August 30, 2019

School/Project Name	Budget			Commitments		Expen
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures
18-49F iMacs for Tech Lab MCMS	10,000	-	10,000	20,000	(10,000)	8,052
19-03S Replace Smartboard Projectors	24,000	-	24,000	22,448	1,552	21,081
19-04S District Refresh & Spare Computer Equipment	50,000	-	50,000	53,415	(3,415)	53,415
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	81,229	81,229	-	81,229
19-07F Chromebook 1:1 Take Home Prgm Grds 5-12	670,000	121,266	791,266	762,556	28,709	651,653
19-11S Ipad Air Refresh Part 2	250,000	-	250,000	251,335	(1,335)	219,247
	<b>2,308,932</b>	<b>187,933</b>	<b>2,496,864</b>	<b>2,267,515</b>	<b>229,349</b>	<b>2,103,232</b>
<b>Totals</b>	<b>37,435,218</b>	<b>905,256</b>	<b>38,340,474</b>	<b>20,001,522</b>	<b>18,338,952</b>	<b>18,205,093</b>



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

**Budget vs. Commitments and Expenditures**  
thru August 30, 2019

School/Project Name	ditures		Current Status	Project Comments (current only)
	Initial Budget	Remaining Against Committed		
<b>Measure S Management</b>		-		
Measure S General Planning Services	155,160	-	Complete	CLOSED
Measure S District Program Management Salaries	802,914	237,128	In Planning	IN PROGRESS
17-58S General Planning & Services	90,821	18,269	In Design	HED General Planning
Measure S- PM/CM Software, Equipment & Supplies	251,000	664	In Design	IN PROGRESS
Measure S General CM Services	462,811	14,920	In Design	IN PROGRESS
	<b>1,762,706</b>	<b>270,981</b>		
<b>Brookside Elementary School</b>		-		
17-32S Security Fencing	99,940	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	143,463	Closeout	IN CLOSEOUT
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1	3,648,750	75,717	In Design	IN PROGRESS
	<b>4,510,947</b>	<b>219,180</b>		
<b>District Office</b>		-		
19-17S District Office Emergency Generator	65,625	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	Complete	CLOSED
	<b>78,041</b>	<b>9,250</b>		
<b>District Wide</b>		-		
17-49S Security Badge System Upgrade	9,586	-	Complete	NOC APPROVED 11/21/17
17-01S Solar Project	7,000,000	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	-	Complete	CLOSED
18-33S Solar Installation Maintenance Contract	270,374	221,730	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	14,594	In Progress	IN PROGRESS
	<b>8,158,192</b>	<b>236,324</b>		
<b>King James Court</b>		-		
King James Court Debris Clearance	15,700	-	In Close-Out	IN CLOSEOUT
	<b>15,700</b>	-		
<b>Medea Creek Middle School</b>		-		



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures thru August 30, 2019

School/Project Name	ditures		Current Status	Project Comments (current only)
	Initial Budget	Remaining Against Committed		
17-23S Roof Replacement	83,000	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	-	Complete	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	800	Complete	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,964,569	92,401	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	-	Complete	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	Complete	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	80,000	-	Complete	NOC APPROVED
19-15S Shade Sails at MCMS	55,850	50,855	Complete	BOARD APPROVED 6/4/19
	<b>7,402,698</b>	<b>163,364</b>		
<b>Oak Hills Elementary School</b>		-		
17-25S HVAC Replacement	143,189	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	-	Complete	NOC APPROVED 10/17/17
18-19S/19-09S Add Modular Classrooms	4,824,000	376,750	On Hold	On Hold
19-02S: Area Drain Improvements @Rooms 8-11	13,640	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	97,812	-	Complete	NOC APPROVED 8/14/19
19-13S - OHES Fencing @ Park	135,042	-	In Close-Out	IN CLOSEOUT
19-20S Kindergarten Flooring Classrooms	19,223	-	In Close-Out	
	<b>5,297,905</b>	<b>376,750</b>		
<b>Oak Park High School</b>		-		
17-34S Security Lighting at Cul De Sac	376,862	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	Complete	NOC APPROVED 03/20/18



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

**Budget vs. Commitments and Expenditures**  
thru August 30, 2019

School/Project Name	Budgets		Current Status	Project Comments (current only)
	Initial Budget	Remaining Against Committed		
18-02S Fencing Girls Varsity Softball Field	42,885	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	-	Complete	NOC APPROVED 12/11/18
19-23S Tennis Court Resurfacing	44,084	-	In Construction	IN PROGRESS
	<b>1,211,768</b>	<b>-</b>		
<b>Oak Park High School</b>				
19-19S Art Court Phase II	200,000	29,060	In Construction	IN PROGRESS
	<b>200,000</b>	<b>29,060</b>		
<b>Oak Park Neighborhood School</b>				
19-08S OPNS Arch Svcs for DSA Certific	189,285	177,899	In Design	IN PROGRESS
	<b>189,285</b>	<b>177,899</b>		
<b>Red Oak Elementary School</b>				
17-37S Modernization Campus Wide	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement	6,021,482	149,339	In Design	IN PROGRESS
19-01S MPR Structural Repairs	37,849	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	-	In Construction	BOARD APPROVED 6/4/19
19-16S ROES Phase 2 Safety/Security Fencing	75,873	-	In Construction	PROPOSED PROJECT
	<b>6,299,044</b>	<b>149,339</b>		
<b>TECH</b>				
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	In Progress	IN PROGRESS





## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

**Budget vs. Commitments and Expenditures**  
thru August 30, 2019

School/Project Name	ditures		Current Status	Project Comments (current only)
	Initial Budget	Remaining Against Committed		
18-49F iMacs for Tech Lab MCMS	10,000	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgm Grds 5-12	670,000	110,903	In Construction	PROJECT APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2	250,000	32,088	In Construction	PROJECT APPROVED 6/4/19
	<b>2,308,932</b>	<b>164,284</b>		
<b>Totals</b>	<b>37,435,218</b>	<b>1,796,429</b>		

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT** INFORMATION

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

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

**FISCAL IMPACT:** None- for information only.

**RECOMMENDATION:** None - for information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

Fiscal13a

Financial Statement

Fund 01 Fiscal Year 2019/20 Through July 2019

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
<b>REVENUE DETAIL</b>						
<b>LCFF Revenue Sources</b>						
8011-8019	LCFF State Aid	28,352,166.00	28,352,166.00	1,021,475.00	27,330,691.00	3.60%
8020-8079	Property Taxes	11,617,675.00	11,617,675.00	83,032.31	11,534,642.69	0.71%
	<b>Total LCFF Revenue Sources</b>	<b>39,969,841.00</b>	<b>39,969,841.00</b>	<b>1,104,507.31</b>	<b>38,865,333.69</b>	<b>2.76%</b>
<b>Federal Revenues</b>						
8100-8299	Federal Revenues	1,100,171.00	1,100,171.00	23,639.00	1,076,532.00	2.15%
<b>Other State Revenues</b>						
8300-8599	Other State Revenues	1,170,234.00	1,170,234.00	9,629.06	1,160,604.94	0.82%
<b>Other Local Revenue</b>						
8600-8799	Other Local Revenues	4,019,911.00	4,019,911.00	279,039.96	3,740,871.04	6.94%
	<b>Total Year To Date Revenues</b>	<b>46,260,157.00</b>	<b>46,260,157.00</b>	<b>1,416,815.33</b>	<b>44,843,341.67</b>	<b>3.06%</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>EXPENDITURE DETAIL</b>							

<b>Certificated Salaries</b>							
1100-1199	Certificated Teacher Salaries	18,011,460.00	18,011,460.00	.00	135,000.00	17,876,460.00	0.75%
1160	Certificated Salaries Stipends	396,182.00	396,182.00	.00	.00	396,182.00	0.00%
1200	Certificated Pupil Support Salaries	1,826,848.00	1,826,848.00	.00	.00	1,826,848.00	0.00%
1260	Counselor Stipend	.00	.00	.00	.00	.00	0.00%
1300	Certificated Supervisors' & Administrators' Salaries	2,226,056.00	2,226,056.00	.00	197,819.71	2,028,236.29	8.89%
	<b>Total Certificated Salaries</b>	<b>22,460,546.00</b>	<b>22,460,546.00</b>	<b>.00</b>	<b>332,819.71</b>	<b>22,127,726.29</b>	<b>1.48%</b>
<b>Classified Salaries</b>							
2100	Classified Instructional Salaries	2,695,017.00	2,695,017.00	.00	.00	2,695,017.00	0.00%
2200	Classified Support Salaries	1,699,399.00	1,699,399.00	.00	92,935.39	1,606,463.61	5.47%
2300	Classified Supervisors' & Administrators' Salaries	430,093.00	430,093.00	.00	44,943.26	385,149.74	10.45%
2400	Clerical, Technical, & Office Staff Salaries	1,928,427.00	1,928,427.00	.00	93,176.07	1,835,250.93	4.83%
2900	Other Classified Salaries	543,820.00	543,820.00	.00	.00	543,820.00	0.00%
	<b>Total Classified Salaries</b>	<b>7,296,756.00</b>	<b>7,296,756.00</b>	<b>.00</b>	<b>231,054.72</b>	<b>7,065,701.28</b>	<b>3.17%</b>
<b>Employee Benefits</b>							
3100	State Teachers' Retirement System	3,679,833.00	3,679,833.00	.00	34,085.55	3,645,747.45	0.93%
3200	Public Employees' Retirement System	1,110,970.00	1,110,970.00	.00	42,034.00	1,068,936.00	3.78%
3400	Health & Welfare Benefits	4,470,925.00	4,470,925.00	.00	.00	4,470,925.00	0.00%
3300-3900	All Other Statutory Costs	1,357,637.00	1,357,637.00	.00	26,911.27	1,330,725.73	1.98%
	<b>Total Employee Benefits</b>	<b>10,619,365.00</b>	<b>10,619,365.00</b>	<b>.00</b>	<b>103,030.82</b>	<b>10,516,334.18</b>	<b>0.97%</b>
<b>Books and Supplies</b>							
4100	Approved Textbooks and Core Curricula Materials	377,429.00	377,429.00	354,202.15	6,837.93	16,388.92	1.81%
4200	Other Books and Reference Material	22,883.00	22,883.00	28,918.32	286.36	6,321.68-	1.25%
4300	Materials & Supplies	658,012.00	658,012.00	405,116.03	45,483.77	207,412.20	6.91%
4400	Noncapitalized Equipment	270,510.00	270,510.00	427,000.00	.00	156,490.00-	0.00%
	<b>Total Books and Supplies</b>	<b>1,328,834.00</b>	<b>1,328,834.00</b>	<b>1,215,236.50</b>	<b>52,608.06</b>	<b>60,989.44</b>	<b>3.96%</b>
<b>Services and Other Operating Expenditures</b>							
5200	Travel and Conference	126,231.00	126,231.00	53,699.01	8,652.12	63,879.87	6.85%
5300	Dues and Memberships	39,625.00	39,625.00	2,768.06	36,196.22	660.72	91.35%
5400	Insurance	266,842.00	266,842.00	.00	.00	266,842.00	0.00%

5500	Operations & Housekeeping Services	724,411.00	724,411.00	685,481.97	38,438.45-	77,367.48	-5.31%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	423,873.00	423,873.00	201,221.06	80,104.73	142,547.21	18.90%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,888,315.00	1,888,315.00	807,090.17	55,577.53	1,025,647.30	2.94%
5899	Legal Fees	192,346.00	192,346.00	.00	17,685.46-	210,031.46	-9.19%
5900	Telephone and Communications	121,669.00	121,669.00	96,241.37	4,057.09	21,370.54	3.33%
	<b>Total Services and Other Operating Expenditures</b>	<b>3,783,312.00</b>	<b>3,783,312.00</b>	<b>1,846,501.64</b>	<b>128,463.78</b>	<b>1,808,346.58</b>	<b>3.40%</b>
<b>Capital Outlay</b>							
6000	Capital Outlay	310,542.00	310,542.00	130,373.59	.00	180,168.41	0.00%
<b>Tuition</b>							
7100	Tuition	367,703.00	367,703.00	.00	55,729.00	311,974.00	15.16%
<b>Debt Service</b>							
7438	Debt Service - Interest	18,373.00	18,373.00	.00	.00	18,373.00	0.00%
7439	Debt Service - Principal	59,230.00	59,230.00	.00	.00	59,230.00	0.00%
	<b>Total Debt Service</b>	<b>77,603.00</b>	<b>77,603.00</b>	<b>.00</b>	<b>.00</b>	<b>77,603.00</b>	<b>0.00%</b>
	<b>Total Year To Date Expenditures</b>	<b>46,244,661.00</b>	<b>46,244,661.00</b>	<b>3,192,111.73</b>	<b>903,706.09</b>	<b>42,148,843.18</b>	<b>1.95%</b>

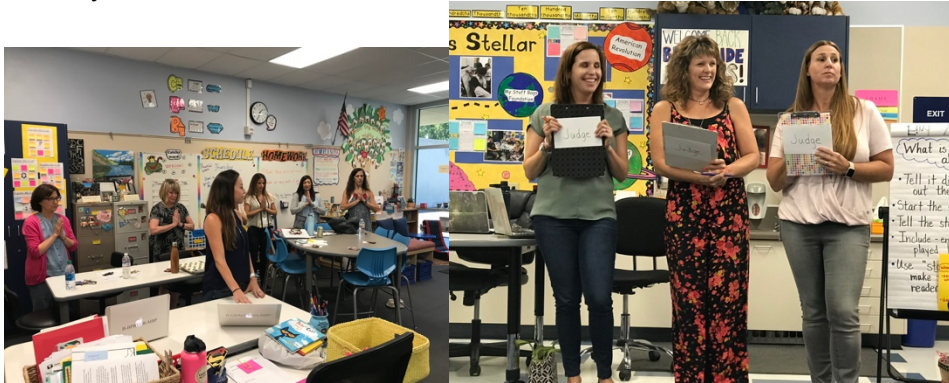
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>OTHER FINANCING USES</b>							
<b>Interfund Transfers Out</b>							
7611	From General to Child Development Fund	.00	.00	.00	.00	.00	0.00%
7612	Transfer General Fund to/from Special Reserve Fund	54,914.00	54,914.00	.00	.00	54,914.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	50,000.00	.00	.00	50,000.00	0.00%
	<b>Total Interfund Transfers Out</b>	<b>104,914.00</b>	<b>104,914.00</b>	<b>.00</b>	<b>.00</b>	<b>104,914.00</b>	<b>0.00%</b>
	<b>Total Year To Date Other Financing Uses</b>	<b>104,914.00</b>	<b>104,914.00</b>	<b>.00</b>	<b>.00</b>	<b>104,914.00</b>	<b>0.00%</b>

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
<b>REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE</b>							
A.	Revenues	46,260,157.00	46,260,157.00		1,416,815.33	44,843,341.67	3.06%
B.	Expenditures	46,244,661.00	46,244,661.00	3,192,111.73	903,706.09	42,148,843.18	1.95%
C.	Subtotal (Revenues LESS Expense)	15,496.00	15,496.00		513,109.24	2,694,498.49	
D.	Other Financing Sources & Uses						
	Source						
	LESS Uses	104,914.00	104,914.00		.00	104,914.00	0.00%
E.	Net Change in Fund Balance	89,418.00-	89,418.00-		513,109.24	2,589,584.49	
F.	Fund Balance						
	Beginning Balance (9791)	878,078.00	878,078.00		2,819,164.67		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	878,078.00	878,078.00		2,819,164.67		
G.	Calculated Ending Balance	788,660.00	788,660.00		3,332,273.91		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	788,660.00	788,660.00				
	Other				3,192,111.73		



### Teambuilders

Teachers and staff participated in superhero missions at our kick off meeting! One of the missions including visiting our new Innovation Lab where Mrs. Rosen put together a green screen to go along with our Superhero theme. Teambuilding continues to be at the forefront of importance for Team Brookside. Staff participate in teambuilders every time we come together. This year the teambuilders are led by each grade level team/specialist team. Our fifth grade team and DK teacher, Casey Webb led our first team builders at our August staff meeting. Casey led the team in a yoga warm-up and fifth grade led the team in a collaborative group activity. Team Brookside is off to a fantastic start! We are looking forward to a terrific year ahead!



Our students are off to a great start this year! We will continue being bucketfillers and promoting kindness and mindfulness. In classrooms, teachers are taking time to practice mindfulness and sharing mindful tips with students. At every Friday Assembly, students are asked to take a minute to be mindful about what they have accomplished that week. In addition to that we take time to fill buckets and discuss what bucketfilling is all about. We also taken time at these assemblies to introduce students to adults they may see on campus. For example, campus supervisors, custodians, counselors, PTA members and aides. Our campus supervisors came the first week to review the rules and procedures of the lunch area and playground.

### New Gates

The new gates on campus have offered added security to our campus and with that came new routines and procedures for everyone to learn and embrace. Our Brookside families have done a wonderful job of modeling patience, flexibility and cooperation as we all worked through the addition of the new gates. We have continuously monitored our procedures for the gates and have kept families informed as needed. The students and parents have been wonderful in helping to follow procedures for these new gates. We have had a smooth start to the year! To help with the transition, we have asked parents and families to do the following when they drop their children off (see below). It has been wonderful watching the interactions between parents and children. Such a fabulous way to start each day!



### Movie Night

Our fabulous PTA hosted their first event on August 24th. We welcomed hundreds of Brookside families onto campus for our annual movie night. We had many yummy goodies, games, and activities for families to enjoy at this fun event! We watched the movie Small Foot and even got to take a picture with a Yeti thanks to a Brookside family that brought their photobooth.



### Reading and Writing Workshop

With the help of our on-site Reading and Writing coaches, we kicked off the year clearly identifying expectations and norms in regards to Reading and Writing Workshop. Each staff member has been asked to set a personal goal for RWW and everyone received a RWW binder with tools and resources to help support them this year. Teachers are expected to bring the binders to each staff meeting when we are working on RWW and when staff developers visit our campus. Some of the norms we set included the following:

**\*Be 100% PRESENT!**

*-No additional meetings/appts scheduled during training days.*

**\*Be a LEARNER!**

*-Bring a notebook, SUPER binder, take notes, ask questions, actively participate, be willing to take risks.*

**\*Be RESPECTFUL and have a POSITIVE ATTITUDE!**

**\*Be mindful of phone use!**

**\*Be intentional!**

**\*Have a GROWTH mindset/be in the LEARNING ZONE!**

**\*Be a TEAM PLAYER!**

In addition to this, we have also had our on-site coaches begin pushing into classrooms and videotaping mini-lessons and conferring to help support Team Brookside. These videos have been shared with our staff to continue encouraging a safe, learning environment for our adult learners. We have also established a schedule that is shared with all staff to see when everyone is teaching Reading and Writing. This has allowed for observations to take place to support and ensure that our Reading and Writing Workshop is happening with fidelity.

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

INFORMATION

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### **Opening of School**

The school year got off to a great start at Oak Hills as we welcomed all our new and returning students and their families. Monday evening, July 29<sup>th</sup>, we held our Ice Cream Social to welcome new families. At this informal get together, new students and their families got to know each other and connected with some of our existing families. Student registration was held the following Thursday and Friday and although nearly everyone participated, the wait time was quite reasonable, thanks to our dedicated PTA volunteers. There were a number of parents who required assistance with the online pre-registration, and this was provided in the Computer Lab. More work needs to be done to streamline this process.

On Friday, August 2<sup>nd</sup>, we gave our new students an orientation and tour, led by a group of Student Ambassadors. In addition to helping the students learn their way around the campus, these trained Ambassadors have been working hard to help the newcomers feel comfortable during the potentially difficult first few days in their new school. On Monday, August 5<sup>th</sup> we held a separate orientation just for Kindergarten and Discovery Kindergarten students and their families. The students and parents met their teacher and learned their way around the classroom. This made the transition on the first day of school much easier on hesitant students (and their parents too).

On the first day of school all students met with Mr. Warren to discuss what it means to be a student at Oak Hills. We reviewed some essential rules and boundaries, and discussed how students treat one another within the Oak Hills family. We talked about conflicts that may come up between friends at school and how to resolve them with respect, empathy, and kindness.

### **Welcome New Staff**

We are excited to welcome two outstanding new teachers to our amazing team. Lauren Cantillon joined our third grade team and Michelle Gould joined our first grade team.

Michelle Gould taught several grades back east before relocating to Oak Park about two years ago from a small town in Pennsylvania. Last year, she was selected to serve as our long-term substitute in 5th grade when Mrs. Bailey had her twins. She did an amazing job for over half the year in this challenging assignment. Michelle earned her degree from Shippensburg University in Early Childhood and Elementary Education, and has taught 1st grade, 3rd grade and 5th grade.

Lauren Cantillon moved to the area a few years ago with her husband and began teaching in a neighboring school district. She is originally from Santa Barbara, and earned both her undergraduate and graduate degrees at UCSB. Along with a California Multiple Subject Teaching Credential, she has a Master's in Education with a teaching emphasis. She has a strong background in Responsive Classroom practices which focus on building a strong classroom community and teaching to the whole child.

### **Computers**

Oak Hills is excited to welcome Leedor Habet as our new Computer Lab Instructor. Leedor has been a familiar face at Oak Hills, since he first began working here in August of 2016 with the AM-PM program. He is currently an Extended Care Mentor with Club Oak Park supporting over a third our students after school. This work now includes providing instruction in our Computer Lab, where he has a lab full of students participating in 3D design projects, including 3D printing. One of his supervisors notes that he is a leader who clearly understands what is expected of students district-wide and how to uphold these



standards. Another notes that Leedor not only has a deep passion for technology, but also the patience and instructional skill to make it accessible and fun. He is compassionate, creative, and a pleasure to work with.

### **Art Program**

Oak Hills has selected Art Trek to provide standards-based art instruction to every class in grades K-5<sup>th</sup>. This organization was established twenty-six years ago as an independent, hands-on, not-for-profit arts organization bringing quality visual, literary and performing arts to the community. They are based nearby in Newbury Park but provide art programs in schools all over southern California using a variety of models. They serve 35,000 students each year with a combination of staff art instructors as well as over 500 volunteers. Much of this work is done with an art docent model, but we will be having direct instruction from their professional staff of seasoned art instructors.

When the founder of the program, Nancy Young, met with our interview panel, it became clear that there is a strong emphasis on process, exploration, and creativity. A project may be very similar across the grade-levels but is carefully done at an age-appropriate and grade-appropriate level. There is a six-year curriculum that moves through drawing, painting, sculpting and constructive art so that students will not be completing the same projects year after year.

### **Oak Hills Family Picnic**

On Friday evening, August 23<sup>rd</sup>, the entire Oak Hills community will gathered on the field for the Oak Hills Family Picnic. The purpose of this annual event is to provide a to welcome all newcomers, and catch up with old friends after the summer. There were games, music, and food available. A special thank you goes out to our amazing PTA for organizing such this event.

### **Music Van**

Our students enjoyed another visit from the New West Symphony Music Van last week. Our music teacher, Steve Waldman, introduces a wide variety of instruments to our students. The children gained hands-on experience with each of the instruments as they rotated between the brass, woodwinds, strings, and percussion sections. They were guided by an extremely patient army of parent volunteers. Registration for our before/after-school chorus and instrumental music programs is underway and we will soon begin our weekly practice.

### **New Fencing**

Our fence has been installed along the back of the campus, between the Oak Hills property and Valley View Park. We will be able to provide some increased security while continuing to allow parents and students to easily access the campus at drop-off and pick-up times.

Playground supervisors will open the gates at 7:45 a.m. and at dismissal time. This will be done so that we can continue to use the Churchwood stairs and Valley View park as convenient drop-off and pick-up points. Once the morning bell rings and students line up for class, parents will leave the campus and the gates will be locked. All parents, visitors and volunteers remaining on campus will continue to sign in and out at the office.

During recess and PE, the staff may open the gates again so that students can move freely between the different areas of the playground. Even though the gates may be open, parents, visitors, and volunteers must still enter the campus by signing in at the office.

The gates are designed to be “crash-out” gates so that the campus could be evacuated quickly in an emergency. This means that even when locked from the outside, the gates can easily be opened from the inside. When the gates are closed, parents have been reminded not to ask a student, parent, or staff member to let them in as this will not be allowed.

The gates will be locked after school. The only students remaining on campus are those who are participating in Club Oak Park or another after school class. Parents with students at the Club will pick up

their children by signing them out at the Club classroom as directed by Club staff. Other after-school classes (Growing Outdoors, Drama, Band/Chorus) will be dismissed at the flagpole or as directed by the staff in charge of these programs.

### **Back-to-School Night**

Back to school night at Oak Hills was a great success with two evenings, one for grades K-2<sup>nd</sup> and another for grades 3<sup>rd</sup>-5<sup>th</sup>. The parents from each grade-level gathered under the shade of our solar panels for a brief general meeting. This included an overview of the elementary counseling program by Alana Schulman, a presentation by our PTA, and information from OPEF. Parents then met with the grade-level team in our MPR, and then finished the evening in the classrooms meeting with their child's teacher(s). Our culture of working together as a team within each grade level is something that has continued to grow over the past several years. The new format for the evening was necessary to allow each grade-level team to meet with parents together, and parent and teacher feedback has been very positive.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: STACY LAFRENZ, PRINCIPAL, RED OAK ELEMENTARY SCHOOL**

**DATE: SEPTEMBER 17, 2019**

**SUBJECT: X.3. MONTHLY BOARD REPORT**

INFORMATION

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**Facilities Update**

Red Oak is very excited for the new fencing as it begins to take shape, enclosing our campus. We are looking forward to other facility upgrades made possible through Measure S funds this school year.

**New Student Orientation**

This year's new student orientation, held on Monday, August 5th, was a success with over 200 people in attendance. DK and Kindergarten parents enjoyed their time meeting their teachers and checking out classrooms. Fourth and fifth grade student leaders led our new first-fifth grade families on tours, showcasing all Red Oak has to offer. It was a good time for all involved!

**Back to School Night**

We held our Back to School Night on Wednesday, August 14th. There was a large turnout this year with a packed house in our MPR for the parent meeting. For the classroom visits, very happy parents, excited to hear about their child's school year, filled every seat.

**Music Van**

Our third through fifth graders once again got to experience and experiment with a wide range of string, brass, wind, and percussion instruments thanks to our PFA. The two-day visit on August 29th and 30th from the New West Symphony Music Van brought the orchestral instruments to our students for a "hands-on" experience.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

INFORMATION

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**Homework Club Begins September 10<sup>th</sup>: 3:00-4:00.** This year Homework Club is offered 2 days per week: Tuesdays in Room E4 and Thursdays in Room C17. Homework Club Agreement Forms are available at the Student Window.

**Outdoor Education Informational Meeting September 5<sup>th</sup> @3:00:** This is an informational meeting in the gym for 6<sup>th</sup> grade parents regarding the engaging, annual curricular trip to Pali Institute in Running Springs November 20<sup>th</sup>-22<sup>nd</sup>.

**Band Night September 6<sup>th</sup> 4:30-9:30 :** MCMS band students will perform at OPHS's Football game.

**First School Tour of the year: September 10<sup>th</sup> @ 9:00 a.m.** Everyone meets in the Main Office.

**Community Service Faire September 11<sup>th</sup> at lunch:** OPUSD & MCMS PFA are proud to present the first ever Community Service Fair for our students to be held during lunchtime on September 11<sup>th</sup>, the National Day of Service and Remembrance, a federally-recognized day of unity and charitable service. The goal of the Service Fair is to introduce our middle school students to various volunteer opportunities with local non-profit organizations.

**Lock Down Drill September 12<sup>th</sup>:** We will practice lockdown procedures. We are advertising the day of the Drill to the MCMS community, but not the time of day it will occur.

**Luke Boddan Day September 13:** MCMS will help spread some extra kindness on this day!

**W.E.B (Where Everyone Belongs):** MCMS Counselors continue to implement this middle school mentoring (8<sup>th</sup> graders to 6<sup>th</sup> graders) and transition program to foster student leadership and build a culture of caring and connectedness at school. They have had morning get-togethers, lunchtime activities and have much more planned!

**Make-up Picture Day September 17<sup>th</sup> from 7:30 a.m. to 10:30 a.m.** This is for students, staff and volunteers who did not have their picture taken in early August.

**Tobacco Bus of Horrors September 20, 23, 24:** Ventura County Department of Public Health will park its 'movable classroom' here to instruct students on making healthy choices and avoiding tobacco. This is part of our TUPE (Tobacco Use Prevention Education) work in the 6<sup>th</sup> grade.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

INFORMATION

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### **REGISTRATION**

Thanks to Andrea Shapiro, PFA volunteers, and staff, who organized the fall registration. The lines were long but moved quickly. Once again this year we conducted freshman orientation on the 9<sup>th</sup> grade registration day and incoming freshmen. PFA provided lunch, ASB students led campus tours and a Q&A session with “Tips & Tricks” for a successful freshman year. They also received their schedules with their teachers and rooms listed along with a T-Shirt, OPHS Athletic bumper sticker, and daily planner. We distributed textbooks and Chromebooks during registration so that students were ready for the first day of school

### **FACILITIES**

Over the summer break, our custodial team completely cleaned all the classrooms and other areas of the school. Floors have been stripped and waxed, and the landscaping has been groomed and cleaned up. Progress is still being made on the Art Court and utilities are in place for the machines that are on order. Hopefully, students will be able to start using it second semester.

### **TEACHERS RETURN**

Staff returned on August 5th and we welcomed several new staff members. Natalie Smith joins us as assistant principal and got to work immediately before and during registration and working with students on schedules. Allison Kerr joins the science department teaching FOS and Anatomy and Physiology. OPHS Alum and Fulbright Scholar Jessica Wall joins the English department, and Katherine Klamecki is now teaching P.E. full-time at OPHS. Paula Friedman takes over the College and Career Counseling Center and we have several new faces among our custodians and campus supervisors. Administrators visited every classroom over the past week to discuss with students school policies related to attendance, discipline, digital citizenship, and academic honesty.

### **NATIONAL MERIT SCHOLARSHIP PROGRAM**

This year, 32 students will receive recognition in the 2020 National Merit Scholarship Program. Of the 1.6 million entrants, some 50,000 with the highest PSAT/NMSQT Selection Index scores qualify for recognition in the National Merit Scholarship Program. In September, these high scorers are notified that they have qualified as either a Commended Student or Semifinalist. This year 10 seniors from Oak Park High have been named as National Merit Semifinalists, representing the top one percent of California high school seniors for the class of 2020, these excellent students will continue in the competition for National Merit Scholarship Finalist awards.

### **BACK-TO-SCHOOL NIGHT**

Back to School Night was held on August 21st. The evening began for our teachers with a dinner hosted by our PFA, and following a brief welcome in the Gym, parents followed their student’s class schedule where teachers discussed the course plans and class procedures for the upcoming year.

### **DRAMA - Mamma Mia!**

Under the direction of Mr. Allan Hunt and produced by the Oak Park Performing Alliance (OPPAA) our students are in rehearsals for our fall production, Mamma Mia!. Later in the year, we will be staging the musical “Chicago”, along with a student-led Spotlight production to be named later.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KENT CROMWELL, PRINCIPAL OAK VIEW HIGH SCHOOL/OAK PARK INDEPENDENT SCHOOL**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

INFORMATION

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**BOTH SCHOOLS**



### **VUSD Team Visit**

Both OVHS and OPIS were honored to welcome a team of district administrators from Ventura Unified School District on August 29<sup>th</sup>. VUSD is currently in the process of further developing their Alternative Education programs. OVHS and OPIS were recommended to the team as schools to visit. Jeremy Rogers and I met with the team for an hour and discussed our programs and shared ideas. It was nice to share with them why we believe our program has been so successful and to hear about their district's ideas. After the meeting, their team visited classrooms at both OVHS and OPIS. Overall, it was nice to network and share with our neighboring colleagues.



**OAK PARK INDEPENDENT SCHOOL**



### **Back to School**

OPIS students and families had a very successful registration day on July 31<sup>st</sup>. It was great to see all of the students and parents. Students received their books and materials, took their school pictures, and learned who their teachers would be.

Students are now busy moving through the school year and the teachers are doing a great job keeping all of their students moving forward and excited about learning.

### **Workshops and Labs**

The OPIS labs and workshops are up and running. From math tutoring labs and Science wet labs to writer's workshop, the OPIS students have many opportunities to shore up their skills. To take a look at our lab and workshop schedule, click on the link <https://www.oakparkusd.org/domain/1085>. Feel free to stop by and visit a lab or just to say hi. The teachers would love it!

### **NCAA**

The OPIS staff continues to work on the NCAA accreditation process. The Request for Reconsideration form was submitted on August 30, 2019. We are waiting to hear back from NCAA with the next steps that we will need to take in order to become certified. The staff is excited about the prospects and we are looking forward to completing what we need to do in order for NCAA to validate our program. As we continue through this process we will make sure to update the board as to what the outcome of the application is.



**OAK VIEW HIGH SCHOOL**



### **Back To School Night**

This year's Back to School Night was very well attended. Over half of our 34 families attended and met with the Oak View Staff. The first part of the evening was spent going over our school program and getting excited about

the opportunities that will be offered to the students this year. Parents were enthused, as are the students, and many parents offered to help out in a variety of ways this year.

During the second half of the evening, parents were able to follow their students' schedules and move room to room to meet with the teachers. Parents learned about all of the fun things that will be happening in the classrooms throughout the year as well as the fundamentals about how the classes work.

### **Self-Compassion Work Shops**

We are continuing our Self-Compassion for teens series again this year. It will continue to be led by Randi Liepman and one of our former parents. The group will offer tools for students based on mindfulness and self-compassion. We are teaching students to help them overcome self-judgment and self-criticism in order to cultivate compassion towards themselves and others and really embracing who they are.

### **VCI Classes**

Oak View High School is excited to have the opportunity to continue to participate with the Ventura County Innovates program this year. Susan Allen will be teaching a Child Development course again this year as she has in the past. In addition to that, we have two County Office teachers who are teaching ROP Graphic Production and ROP Film and TV Make-up. OPIS students are also able to enroll in those two courses along with Oak View students.

Respectfully Submitted,

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Anthony W. Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: SEPTEMBER 17, 2019**  
**SUBJECT: X.7. MONTHLY BOARD**

INFORMATION



September has started with a wonderful heat wave that has us all looking for shade, water, and air conditioning. We are so thankful for cool rooms to come into after our time outside. The children are enjoying time in the sand with the water table full and spray bottles handy. So many are working on making and being good friends. Sharing the spray bottles, watering cans, and water table supplies has given us all many opportunities to learn the right words to use when asking for a turn, how to reject a request with kindness, and how nice it feels to let another use the object when one has finished with it.

We had our Back-to-School picnic on Saturday, August 24th, with a surprise visit from the Reptile Family. The children seemed to love holding frogs, lizards, snakes, and tortoises. The OPNS staff, however, was not as excited to do the same, yet did come together at the end to hold the six foot long Boa Constrictor.

The children are becoming familiar with the routine, recognizing *their* teachers and classrooms, and that the toilets are there to be used (We have had an unusual number of toileting accidents this year). They are beginning to form friendships and seek their friends whenever they are out on the playground. I am also noticing the parents sticking around a little longer to chat with one another.

On September 20th we will have our first field trip, which has become a tradition. We will be visiting Malibu Lagoon and looking at the wildlife. We first visited in 2015 and had such a great experience and time of connection that we have gone every year since then.

Finally, on September 27th we will begin Community Day! This is a highlight for all of the children. They love the excitement and independence of choosing to spend their exploration time in the other classroom. They can go back and forth between the classrooms and the atelier, using materials that are new to them and playing with friends they usually see only during outside time.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent