

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #986**

DATE: December 17, 2019

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

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

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

**BOARD OF EDUCATION**

**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, January 21, 2020**

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

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

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

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #986  
December 17, 2019**

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

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

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

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

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

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

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

**A. PUBLIC EMPLOYEE APPOINTMENT**

Pursuant to Government Code 54957

Title: Assistant Superintendent, Human Resources

Title: Director of Student Support and School Safety

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

Pursuant to Government Code 54957

**C. PUBLIC EMPLOYEE EMPLOYMENT(Government Code 54957):** Student Worker  
Food Services, Walk-on-Coaches, Substitute Custodian, Data Systems Support  
Specialist, and Guest Teachers

**D. CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code 54957.6

Agency designated representatives: Leslie Heilbron and Adam Rauch

Employee organization: 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. OPEN COMMUNICATIONS/PRESENTATIONS/BOARD REPORTS**

1. Presentation of Recognition to Oak Park High School Football Team
2. Remarks from Board Members
3. Remarks from Student Board Member
4. Remarks from Superintendent

## **VI. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

## **VII. BUSINESS SESSION:**

### **A. DISCUSSION/ORGANIZATIONAL/CONSENT/ACTION**

#### **1. BOARD REORGANIZATION**

##### **a. Election of Officers of the Board of Education**

*Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually. Newly elected President assumes leadership of the meeting.*

##### **b. Approve Proposed Board Meeting Schedule for Calendar Year 2020**

*To select and approve the meeting schedule for the Governing Board for the calendar year*

##### **c. Approve Designation of Secretary/Authorized Agent of the Board of Education**

*Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent*

##### **d. Approve Certification of Signatures**

*Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers*

##### **e. Select and Approve School Board Representative to the County Committee on School District Organization**

*Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee*

##### **f. Confirmation and Designation of Board Representatives to District Committees**

*Board Members will select District Committee representation for the 2020 year*

#### **2. 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 November 19, 2019**

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

##### **b. Approve Disposal of Surplus Equipment for Student Nutrition Program**

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

##### **c. Approve Purchase Orders – November 1 – November 30, 2019**

*Board Policy 3300 requires Board approval of Purchase Orders*

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

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

##### **e. Ratify Out of State Travel for Certificated Employee to Attend the National Council of Teachers of English Convention in Baltimore, MD Nov 20-24, 2019**

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

- f. [Approve Notice of Completion for Measure S Project 19-23S Oak Park High School Tennis Court Resurfacing](#)

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

### **3. CURRICULUM AND INSTRUCTION**

- a. [Californian School Dashboard-Local Indicator Update](#)

*Staff will share the California School Dashboard for OPUSD*

- b. [Discussion on Reporting of Weighted and Unweighted Grade Point Average on Oak Park High School Transcript](#)

*Per Board request staff will present information on current practices of GPA reporting at OPHS*

- c. [Discuss and Authorize the Establishment of a Swim Program at Oak Park High School](#)

*Board approval required to establish a new program at the High School*

- d. [Approve Agreement Between Ventura County Office of Education and Oak Park School District Library Support Services](#)

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

- e. [Approve Revised 2019-2020 School Year Calendar](#)

*Per Ed Code 48980 Board approval is required if any minimum days or student-free staff development days are added to the schedule for the current schools year*

- f. [Approve District Instructional Calendar for 2021-2022](#)

*Board Policy 6111 requires Board approval for school year calendar*

### **4. BUSINESS SERVICES**

- a. [Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2020-2021](#)

*According to provisions of the District of Choice program, the Board is required to establish the district's capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2020-21*

- b. [Approve Agreement with Ventura County Office of Education Mental Health Services to Fund the Diversity and Equity Grant](#)

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

- c. [Approve Measure S Project 19-31S Raptor Visitor Management System Districtwide](#)

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

- d. [Approve Fiscal Year 2019-20 First Interim Financial Report, Certification and Budget Revisions](#)

*Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District*

- e. [Approve Award of Contract Measure S Project 18-21S, Classroom Replacements\(6\) at Medea Creek Middle School](#)

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

- f. [Authorize and Approve Award of Contract for Measure S Project 19-24S Installation of Additional Security Cameras Districtwide](#)

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

g. Ratify Award of Contract for Project 19-26S Renovate Building Exteriors at OVHS

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

h. Approve Amendment to Agreement for Program/Construction Management Services with Balfour Beatty Construction, Inc.

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

i. Approve Agreement for DSA Testing Services, Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School

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

j. Approve Agreement for DSA Testing and Inspection Services, Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School

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

k. Public Employee/Employment Changes 01CL24443-01CL24457 & 01CE09975-01CE10001

*Board approval required for public employee employment and changes*

### **VIII. INFORMATION ITEMS**

1. Month 3 Enrollment and Attendance Report 2019-20
2. Monthly Measure S Status Report

### **IX. OPEN DISCUSSION**

### **X. ADJOURNMENT:**

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.1.a. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION**

ACTION

**ISSUE:** To nominate and elect officers of the Board of Education.

**ELECTION OF OFFICERS**

1. Approve the nomination and election of \_\_\_\_\_ as the President of the Board of Education.

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

2. Approve the nomination and election of \_\_\_\_\_ as the Vice President of the Board of Education.

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

3. Approve the nomination and election of \_\_\_\_\_ as the Clerk of the Board of Education.

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

Respectfully submitted

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

**RATIONALE:** Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (Education Code Section 35022). Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.

**CERTIFICATE OF ELECTION OF  
DISTRICT PRESIDENT AND CLERK**  
*(Education Code Section 35143)*

WE HEREBY CERTIFY that at a meeting of the Governing Board of the

\_\_\_\_\_ School District held on

\_\_\_\_\_, the following persons were elected:

**\*PRESIDENT OF THE BOARD:**

\_\_\_\_\_  
Name of Person Elected

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Work Telephone Number

**\*CLERK OF THE BOARD:**

\_\_\_\_\_  
Name of Person Elected

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Work Telephone Number

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

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

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

\* Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (*Education Code Section 35022*). **Mail this Certificate to the Ventura County Office of Education, 5189 Verdugo Way, Camarillo, CA 93012, Attention: Cathy Samuel.**



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.1.b PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2020**

**ACTION**

**ISSUE:** To select the meeting schedule of the Governing Board for calendar year 2020.

**BACKGROUND:** The Board approved the 2019-2020 meeting schedule through June 2020 at the August 20, 2019 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the highlighted dates listed below beginning with August 2020.

**ALTERNATIVES:** To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2020 Calendar Year:

January 21, 2020	Single Regular Meeting in January
February 18, 2020	Single Regular Meeting in February
March 17, 2020	Single Regular Meeting in March
April 21, 2020	Single Regular Meeting in April
May 19, 2020	Single Regular Meeting in May
*June 2, 2020	Budget Study Session Meeting
June 16, 2020	Single Regular Meeting in June
<b>August 18, 2020</b>	<b>Regular Meeting in August</b>
<b>September 15, 2020</b>	<b>Regular Meeting in September</b>
<b>October 20, 2020</b>	<b>Regular Meeting in October</b>
<b>November 17, 2020</b>	<b>Regular Meeting in November</b>
<b>**December 15, 2020</b>	<b>Organizational Meeting in December</b>

\* Special Board Meeting

\*\*Third Tuesday of the Month (Falls within 15 days after 2<sup>nd</sup> Friday)

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: DECEMBER 17, 2019**  
**SUBJECT: A.1.c. APPROVE DESIGNATION OF SECRETARY/AUTHORIZED AGENT THE BOARD OF EDUCATION**

ACTION

**ISSUE:** To approve designation of the Superintendent as Secretary and Authorized Agent of the Board of Trustees.

**ALTERNATIVES:** 1. Approve the designation of the Superintendent as Secretary and Authorized Agent of the Board of Education.  
2. To make an alternate selection for Secretary and Authorized Agent the Board of Education.

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** In accordance with Bylaws of the Board 9122 and Education Code Sections 35025 and 35034, the Governing Board is empowered to designate the Superintendent as its Secretary and Authorized Agent.

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: DECEMBER 17, 2019**  
**SUBJECT: A.1.d. APPROVE CERTIFICATION OF SIGNATURES**

ACTION

**ISSUE:** To approve the authorization of the Board of Education to sign documents as submitted for Oak Park School District.

**BACKGROUND:** Annually at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The accompanying form is to be signed and returned to School Business and Advisory Services as any changes occur.

**ALTERNATIVES:** 1. Approve the authorization of the Board of Education to sign documents as submitted.  
2. Deny authorization for signing of documents.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
CERTIFICATION OF SIGNATURES**

I, **ANTHONY W. KNIGHT**, Secretary to the Board of Education of the **OAK PARK UNIFIED SCHOOL DISTRICT** of Ventura County, California certify that the signatures shown below are the verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated. \* If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

The approved signatures will be considered valid for the period of **DECEMBER 17, 2019 – JUNE 30, 2020**.

Date of Board Action: **DECEMBER 17, 2019**      Signature: \_\_\_\_\_  
Secretary of the Board

**PART I**

Signatures of Members of the Board

Signature: \_\_\_\_\_  
Print/Type: **Barbara Laifman**  
President of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: **Derek Ross**  
Member of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: **Drew Hazelton**  
Clerk of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: **Denise Helfstein**  
Member of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: **Allen Rosen**  
Member of the Board of Education

\*K-12 Districts  
42632, 42633

## PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc. Please list after each name all items that a person is authorized to sign.

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

Print/Type: **ANTHONY W. KNIGHT**

Title: **SUPERINTENDENT**

Authorized to Sign: **A, B, C, D, E, F, G, 1, 2, 3, 4, 5**

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

Print/Type: **ADAM RAUCH**

Title: **ASSISTANT SUPERINTENDENT, BUSINESS AND ADMINISTRATIVE SERVICES**

Authorized to Sign: **B, C, D, E, F, G, 1, 2, 4, 5**

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

Print/Type: **LESLIE HEILBRON**

Title: **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

Authorized to Sign: **1, 2, 3**

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

Print/Type: **BYRON JONES**

Title: **DIRECTOR, FISCAL SERVICES**

Authorized to Sign: **B, C, D, E, F, 5**

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

**The following documents must be filed with School Business and Advisory Services, designating personnel who are authorized to approve and/or sign for:**

- A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- B. Authorization to approve payroll orders.
- C. Authorization to approve commercial check orders.
- D. Authorization to sign collection reports to the county.
- E. Authorization to sign board approved budget transfers.
- F. Authorization to sign Inter-fund and Intra-fund Transfers.
- G. Authorization to sign Contracts after Board Approval.

**Examples of documents requiring district authority (not required to be filed with School Business and Advisory Services):**

- 1. Authorization to sign Employment Contracts.
- 2. Appointment of authorized agents, for federal and state applications.
- 3. Appointment of representatives to acquire surplus property.
- 4. Authorization to sign cafeteria reports.
- 5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

***Districts must notify School Business and Advisory Services in writing and submit Board Approved signature authorization amendments as staff and/or organizational changes occur mid-year.***

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.1.e. SELECT AND APPROVE SCHOOL BOARD REPRESENTATIVE  
TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT  
ORGANIZATION**

ACTION

**ISSUE:** To select a Board Member as a representative to vote in election for members of the County Committee on School District Organization.

**ALTERNATIVES:** Select \_\_\_\_\_ as a representative to the County Committee on School District Organization for 2020.

**RATIONALE:** The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.

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	_____	_____	_____	_____

# Ventura County Office of Education

## **CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE TO VOTE IN ELECTION FOR MEMBERS OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

Pursuant to Education Code Sections 35023 and 72403, the Governing Board of each School District and each Community College District shall annually at its initial meeting select one of its members to serve as its representative for purposes of Article 1 (commencing with Section 4000) of Chapter 1 of Part 3. The representative selected pursuant to this section shall have one vote for each member to be elected to the County Committee. They meet once a year. The purpose of the Annual Meeting is to elect/re-elect members to fill vacancies or expired terms on the eleven-member Ventura County Committee on School District Organization. The chosen representative's job is NOT to serve on the county committee but only to ELECT members.

In compliance with the requirements of Education Code Sections 35023 and 72403, I hereby certify that:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
Email Address

a member of the Board of Trustees of the \_\_\_\_\_  
School District has been selected as the representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization, at its annual meeting.

\_\_\_\_\_  
Signature of Secretary/Clerk

\_\_\_\_\_  
Date



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.1.f. CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES**

ACTION

**ISSUE:** To confirm designation of Board representatives to District committees and/or to select as needed.

**STATEMENT:** In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees.

<b>Committee Name</b>	<b>Meeting Date/Time</b>	<b>Location</b>	<b>Current Representatives</b>
Benefits Committee	As Needed	DO Conf. Room	Allen Rosen/Derek Ross
Calendar Committee	As Needed	DO Conf. Room	Drew Hazelton/Denise Helfstein
Citizens Oversight Member Selection	As Needed	DO Conf. Room	Denise Helfstein and Derek Ross
Community Engagement Committee	1st Wednesday, 9 a.m.	DO Conf. Room	Barbara Laifman/Derek Ross
Curriculum Council	1st Tuesday, 3:30 pm	DO Conf. Room	TBD/Drew Hazelton
DELAC/English Learning	3 meetings per year/1:00 pm	DO Conf. Room	Barbara Laifman/Denise Helfstein
EEAC	2nd Thursday, 3:30 pm	DO Conf. Room	Barbara Laifman/Denise Helfstein
GATE DAC	3rd Thursday, 3:30 pm	DO Conf. Room	Derek Ross/Barbara Laifman
LCAP Committee	As Needed	DO Conf. Room	Denise Helfstein/Barbara Laifman/Allen Rosen
Measure S Committee	3rd Monday, 3:30 pm	OVHS Room 104	Derek Ross and Denise Helfstein
Measure S Sub Committee	Biweekly, 8:00 am	DO Conf. Room	Drew Hazelton and Allen Rosen
Oak Park Education Foundation	2nd Monday, 7:00 pm	Oak Park Library	Barbara Laifman/Allen Rosen
Oak Park MAC	4th Tuesday, 7:00 pm	Oak Park Library	Allen Rosen/Derek Ross
Rancho Simi Recreation & Parks Dist.	2nd Thursday- 4 times per year	Oak Park Community Center	Derek Ross/Drew Hazelton
Safe Kids Task Force	Bimonthly Tuesday, 2:30 pm	DO Conf. Room	Derek Ross/Denise Helfstein
Safety and Security Task Force	Monthly Wednesdays - 7:00 am	OVHS Room 104	Drew Hazelton and Derek Ross
Technology Committee	Bimonthly 4th Wednesday – 3:30 pm	DO Conf. Room	TBD/Drew Hazelton
Visual Arts Committee	Quarterly - 3:30 pm	DO Conf. Room	Derek Ross/Barbara Laifman
Wellness Council	1st Tuesday – 9 am	DO Conf. Room	Denise Helfstein/Barbara Laifman

**RECOMMENDATION:** As selected.

Respectfully Submitted,

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

**BOARD MEETING, DECEMBER 17, 2019**  
**Confirmation And Designation Of Board**  
**Representatives To District Committees**  
**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	_____	_____	_____	_____

**MINUTES OF REGULAR BOARD MEETING      11-19-19      #985**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 5:05 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, and Mrs. Ragini Aggarwal, Executive Assistant.

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT:** Instructional Assistant I – Literacy and Numeracy, Food Services Assistants I, Food Services Assistant I Sub, Walk-on-Coaches, and Guest Teachers

**C. CONFERENCE WITH LABOR NEGOTIATOR**

Agency designated representatives: Leslie Heilbron and Adam Rauch

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

**D. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

Government Code section 54956.9(d)(2) or (3), Significant Exposure to Litigation: 1 case

**E. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**

Government Code section 54956.9(d)(1), Government Tort Claim filed by John Doe vs Oak Park Unified School District

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

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 6:07 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**

Anna Stephens, Student Board Member.

**STAFF PRESENT**

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

**FLAG SALUTE**

Russ Peters led the Pledge of Allegiance to the Flag.

**REPORT ON CLOSED SESSION**

Board President, Denise Helfstein reported that in closed session the board took the following actions:

- Item III(D): By unanimous vote, the Board took action to effectuate the termination of a classified employee.
- III(E): By unanimous vote, the Board rejected a tort claim filed by John Doe against Oak Park Unified School District.

**ADOPTION OF AGENDA**

On motion of Allen Rosen, 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**

Three members of the public spoke in favor and against a non-agenda item related to elementary gender diversity lessons

**OPEN COMMUNICATIONS/PRESENTATIONS**

The Board recognized National Merit Semifinalists from OPHS class of 2020.

The Board also recognized OPHS Biology teacher, Winnie Litten on being awarded the Teacher Leader award from the Green California Schools and Community Colleges.

**PRESENTATION ON THE BROOKSIDE INNOVATION LAB**

The technology department presented information on Brookside's Innovation Lab and the plan to expand similar labs to other OPUSD schools. Brookside technology teacher Jan Rosen showcased student work from the lab.

**REPORT FROM BOARD MEMBERS**

Board Member Derek Ross reported that he attended the Safe Kids Task Force Meeting, the Community Engagement Meeting, and the Rancho Simi Recreation and Park District Meeting.

Board Member Barbara Laifman reported that she attended the High School musical Mama Mia, Community Engagement Committee meetings, EEAC meeting and a Gender Diversity lesson at Brookside Elementary School.

Board Member Drew Hazelton congratulated the high school football team on a great season. Drew also commended Brendan Callahan and Adam Rauch on a great job facilitating the Tuesday morning facilities sub-committee meetings.

Board Member Allen Rosen reported that he attended the Gender Diversity lesson at Red Oak, Oak Park High School musical Mama Mia, Community Dog Walk, and the MAC Meeting.

Board President, Denise Helfstein reported that she attended the Community Dog Walk, OPHS Musical Mama Mia, DOC Parent Information Night, OPHS PFA Meeting, OPEF Board Meeting, Wellness Council Meeting, Calendar Committee Meeting, BES Veteran's Assembly, and the Measure S Committee Meeting

Superintendent Tony Knight reported that the DOC Parent Information Night was very successful and that we have almost 400 DOC applications currently. Dr. Knight applauded the Football team and commented that he enjoyed the recent game he attended. Dr. Knight attended a Gender Diversity lesson at ROES, an English AP Class and Ken Jones's Aerospace Engineering Class at OPHS. Dr. Knight shared that we would be planting a Tree of Thanksgiving at each of the schools in our District.

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

Vicki Raven, Executive Director from Oak Park Education Foundation shared that they sent 7100 mail flyers to all families in the hopes of meeting their fundraising goal.

#### **REPORT FROM OAK PARK ADVISORY COUNCIL**

Jane Nye MAC member and the liaison for the Oak Park Unified School District reported that at the October MAC meeting the sheriff reported a theft from a mailbox. Jane also reported Oak Park MAC is going to look at reducing the use of Glyphosate use in the medians within Oak Park. Jane also mentioned that the MOU between the District and MAC is only for 12 crossing guards. We need to sign a new MOU to add the 13<sup>th</sup> crossing guard.

#### **DISCUSSION ON IMPLEMENTING AN AQUATICS PROGRAM AT OAK PARK HIGH SCHOOL**

OPHS Assistant Principal Jason Meskis presented information on a student interest survey and the cost of implementing an offsite swim team for OPHS female athletes for 2020-2021 school year. The Board engaged in discussion and asked staff to look at having both a male and female swim team and water polo with a goal to start the program in the Spring of 2021. Staff will investigate further and bring a formal proposal back to the Board for consideration at the December Board meeting.

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

On motion of Barbara Laifman seconded by Derek Ross, 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 October 15, 2019](#)
- b. [Public Employee/Employment Changes 01CL24406-01CL24442 & 01CE09961-01CE09974](#)
- c. [Approve Purchase Orders – October 1 – October 31, 2019](#)
- d. [Ratify Out of State Travel for Certificated Employees to Attend the Landmark College Professional Visit Days for Educators, Putney, VT – November 7-8, 2019](#)
- e. [Approve Notice of Completion for Measure S Project 17-47S for DSA Certification of Administration Building at Brookside Elementary School](#)

- f. [Approve Student Teaching Agreement with Nova Southeastern University for Jan 2020-Dec 2020](#)
- g. [Authorization for Use of Cooperative Purchasing Contracts by the Student Nutrition Services Department During Fiscal Year 2019-20, Per PCC 20118](#)
- h. [Approve Renewal of Contract with Super CO OP\(USDA\) Foods and Purchase Delivery](#)
- i. [Approve Supervised Practice Agreement for Dietetic Interns with University of Southern California Dec 2019-Nov 2022](#)
- j. [Approve Individualized Supervised Practice Pathway Agreement for Dietetic Interns with Pepperdine University Dec 2019-Nov 2022](#)
- k. [Approve Renewal of District Membership in California School Funding Coalition for 2019-2020](#)
- l. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- m. [Approve Out of State Travel for Certificated Employee to Attend the American Council on the Teaching of Foreign Languages Annual Convention and World Language Expo, Washington, DC – November 22-24, 2019](#)

## **B2. BUSINESS SERVICES**

- a. [Approve Resolution #19-21 Applying for State Grant Funding Beyond State Bond Authority for Measure S Modernization Projects 18-18S \(BES Modulars\) and 18-21S \(MCMS Modulars\)](#)  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Resolution #19-21 Applying for State Grant Funding Beyond State Bond Authority for Measure S Modernization Projects 18-18S (BES Modulars) and 18-21S (MCMS Modulars). Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0
- b. [Approve Acceptance of Donation](#)  
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Acceptance of Donation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0
- c. [Approve Resolution #19-22, Participation in District of Choice Program for School Year 2020-2021](#)  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Resolution #19-22, Participation in District of Choice Program for School Year 2020-2021. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0
- d. [Approve Agreement with FCMAT to Provide Training to Staff on Projection Pro, a Multiyear Projection and Cash Flow Program](#)  
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Agreement with FCMAT to Provide Training to Staff on Projection Pro, a Multiyear Projection and Cash Flow Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0
- e. [Approve Appointments to the Oak Park Citizens' Oversight Committee for the 2019-2021 Term](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Appointments to the Oak Park Citizens' Oversight Committee for the 2019-2021 Term. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0
- f. [Approve New Stipend for Measure S Accountability Program](#)  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved

New Stipend for Measure S Accountability Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0. The Board asked that this Stipend be brought back individually next year if it needed to be renewed.

Board Member, Derek Ross left the meeting at 8:00pm.

- g. [Authorize Measure S Project 19-26S, Renovate Building Exteriors at Oak View High School and Delegate Authority to the Superintendent to Award Related Contracts](#)**  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Authorized Measure S Project 19-26S, Renovate Building Exteriors at Oak View High School and Delegate Authority to the Superintendent to Award Related Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.
- h. [Authorize and Approve Award of Contract for Measure S Project 19-27S Repair Wood Columns at Oak Park High School](#)**  
On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education Authorized and Approved Award of Contract for Measure S Project 19-27S Repair Wood Columns at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.
- i. [Authorize and Approve Award of Contract for Measure S Project 19-28S Extend Shared Wall in Room 216 at Brookside Elementary School](#)**  
On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education Authorized and Approved Award of Contract for Measure S Project 19-28S Extend Shared Wall in Room 216 at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.
- j. [Authorize and Approve Award of Contract for Measure S Project 19-29S Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School](#)**  
On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education Authorized and Approved Award of Contract for Measure S Project 19-29S Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.
- k. [Authorize and Approve Award of Contract for Measure S Project 19-30S Extend Height of Playground Fence at Brookside Elementary School](#)**  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Authorized and Approved Award of Contract for Measure S Project 19-30S Extend Height of Playground Fence at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

### **B3. CURRICULUM**

- a. [Approve College and Career Access Pathways \(CCAP\) Partnership Agreement with Ventura County Community College District](#)**  
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved College and Career Access Pathways (CCAP) Partnership Agreement with Ventura County Community College District. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.
- b. [Approve New Course for English IV CP Options and the Associated Instructional Material for Oak Park High School](#)**  
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved New Course for English IV CP Options and the Associated Instructional. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.
- c. [Approve New Economics Course and the Associated Instructional Material for Oak Park High School](#)**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved New Economics Course and the Associated Instructional Material for Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

**d. [Approve New Course Climate Change and the Associated Instructional Material for Oak View High School](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved New Course Climate Change and the Associated Instructional Material for Oak View High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

**e. [Approve Agreement with Anti-Defamation League to Provide Hate & Harmony: Anti-Bias Workshops for Oak Park High School Students](#)**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Agreement with Anti-Defamation League to Provide Hate & Harmony: Anti-Bias Workshops for Oak Park High School Students. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

**f. [Approve the California Partnership for Achieving Student Success \(CAL-PASS\) Member Institution MOU](#)**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the California Partnership for Achieving Student Success (CAL-PASS) Member Institution MOU. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross

**B4. HUMAN RESOURCES**

**a. [Public Discloser and Approval of the Collective Bargaining Agreement Between the District and OPTA](#)**

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved the Collective Bargaining Agreement Between the District and OPTA. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross

**b. [Authorize Reorganization of Clerical Support for the Assistant Superintendent Of Business Services, and the Director Of Bond Programs, Sustainability, Maintenance and Operations, and Approve Revised Job Descriptions and Funding Sources](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Authorized Reorganization of Clerical Support for the Assistant Superintendent Of Business Services, and the Director Of Bond Programs, Sustainability, Maintenance and Operations, and Approved Revised Job Descriptions and Funding Sources. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

**B5. BOARD**

**a. [Approve Selection of Annual Organizational Board Meeting – December 17, 2019](#)**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Selection of Annual Organizational Board Meeting – December 17, 2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

**B6. BOARD POLICIES**

**a. [Approve Amendment to Board Policy and Administrative Regulation – 1312.1 Complaints Against District Employees – First Reading](#)**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Amendment of Board Policy and Administrative Regulation 1312.1 Complaints Against District Employees as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.



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

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

**c. Approve Adoption of New Board Policy – 4119.24/4219.24/4319.24 Maintaining Appropriate Adult-Student Interactions – First Reading**

On motion of Denise Hazelton, seconded by Barbara Laifman, the Board of Education approved Adoption of New Board Policy – 4119.24/4219.24/4319.24 Maintaining Appropriate Adult-Student Interactions as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

*Board requested that a question be added to the Staff Acceptable Use of Technology Policy which asks the staff to list the social media sites they are using to interact with students. The Board also requested a memo be sent out to all staff to let them know about this new policy.*

**d. Approve Amendment to Board Policy and Administrative Regulation – 6142.2 World Language Instruction – First Reading**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Board Policy and Administrative Regulation – 6142.2 World Language Instruction as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

*Board requested that the term Foreign Language Instruction be changed to World Language Instruction as per the updated Board policy on school websites and student handbooks.*

**e. Approve Amendment to Board Policy and Administrative Regulation – 6174 Education for English Learners – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Amendment of Board Policy and Administrative 6174 Education for English Learners as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

**f. Approve Amendment to Board Policy – 6179 Supplemental Instruction – First Reading**

On motion of Barbara Laifman, seconded by Drew Hazelton the Board of Education approved the Amendment to Board Policy 6179 Supplemental Instruction as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

**OPEN DISCUSSION**

The Board held a discussion and agreed that they did not require Site Council reports be made at Board meetings and no School reports were required to be added to the Board Agenda.

The Board also asked for dates to be sent for planning the Leadership Holiday gathering sponsored by the Board and the Bagel Delivery for all staff.

On motion of Barbara Laifman, seconded by Drew Hazelton there being no further business before this Board, the Regular meeting is declared adjourned at 9:02 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.2.b. APPROVE SALE OR DISPOSAL OF OBSOLETE EQUIPMENT –  
STUDENT NUTRITION SERVICES EQUIPMENT**

CONSENT

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

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

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

Prepared by: Carole Ly, Director, Student Nutrition and Wellness  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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

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

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

**List of Obsolete Student Nutrition Services Equipment - December 2019**

<b>Item</b>	<b>Location</b>	<b>Brand/Model</b>	<b># Available</b>	<b>Estimated Current Value</b>	<b>Condition</b>	<b>Reason for Sale</b>
Hand sink	OPHS Café	Allstrong	1	\$20.00	Used	Not used since 2015
3-Compartment Sink w/ double drain boards	OPHS Café	Allstrong	1	\$100.00	Used	Not used since 2015
Prep sink w/ single drain board	OPHS Café	Allstrong	1	\$50.00	Used	Not used since 2015

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.2.c. APPROVE PURCHASE ORDERS – NOVEMBER 1 THROUGH 30, 2019**  

CONSENT

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**ISSUE:** Shall the Board approve the attached purchase orders issued for the period November 1 through 30, 2019?

**BACKGROUND:** Attached is the Purchase Order Report listing all purchase orders issued during the reporting period.

**FISCAL IMPACT:** All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## Includes Purchase Orders dated 11/01/2019 - 11/30/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>010-1160</b>	<b>Certificated Salaries Stipends</b>				
B20-00243	Tori Nisperos	013	AP Reader/PFA Funded	010-1160	360.00
<b>Total:010-1160 Certificated Salaries Stipends</b>					<b>360.00</b>
<b>010-4200</b>	<b>Other Books and Reference Mate</b>				
P20-00366	Scholastic, Inc.	012	PFA: Junior Scholastic	010-4200	179.52
<b>Total:010-4200 Other Books and Reference Mate</b>					<b>179.52</b>
<b>010-4320</b>	<b>Athletics Materials and Suppli</b>				
P20-00382	Training Room, Inc.	013	Ath Trainer/thletics/Mat & Supply	010-4320	962.02
<b>Total:010-4320 Athletics Materials and Suppli</b>					<b>962.02</b>
<b>010-4330</b>	<b>Other Materials and Supplies N</b>				
B19-00128	Do-It Center	004	2018-2019 Supplies for Maintenance & Op	010-4330	2,564.47
B20-00002	Carlson's Building Materials	012	PFA: Site Improvement Projects	010-4330	1,000.00
B20-00029	SOS Survival Products	012	DON: Earthquake/Emergency Supplies	010-4330	4,000.00
B20-00044	AARDVARK CLAY & SUPPLIES	013	Don/Art/Mat & Supply.	010-4330	5,791.50
B20-00053	DIY Home Center	013	OPPA/Don/Mat & Supplies	010-4330	1,000.00
B20-00054	Douglas and Sturgess, Inc.	013	Art Donation/Mat & Supplies	010-4330	2,000.00
B20-00056	Graphaids	013	Art/Site Don/Mat & Supplies	010-4330	7,000.00
B20-00063	Office Depot Customer Service Center	013	Office & Classroom Supplies	010-4330	7,000.00
B20-00071	School Speciality Sax Arts & C rafts	013	Art/Don/Mat & Supplies	010-4330	1,000.00
B20-00175	Home Depot	004	2019-2020 Maintenance Supplies and Tools	010-4330	10,520.92
B20-00253	Agoura Lock Technologies, Inc.	010	Locks for school gates	010-4330	500.00
B20-00256	Document Systems	023	To cover charges for color copies	010-4330	250.00
P20-00293	Flinn Scientific, Inc	013	Science/materials and supplies/PFA	010-4330	716.28
P20-00322	Carolina Biological Supply Co	013	PFA/Science Supplies	010-4330	332.09
P20-00361	National Pen Company	013	Oth Local/Misc/Donations	010-4330	336.34
P20-00365	Uline	012	PFA: Tables	010-4330	3,408.16
P20-00370	Brian Shore dba Totalgraphics	000	Tablecloths with District logo for events	010-4330	1,008.15
P20-00371	Airgas West	013	OPHS AirGas Items	010-4330	1,735.50
<b>Total:010-4330 Other Materials and Supplies N</b>					<b>50,163.41</b>
<b>010-4410</b>	<b>Equipment New Non-Capitalized</b>				
				010-4410	4,773.10
P20-00372	Document Systems	013	Printer/Transcripts	010-4410	435.03
P20-00380	Turing Tumble LLC	012	VCI: Turing Tumble Kits	010-4410	398.59
<b>Total:010-4410 Equipment New Non-Capitalized</b>					<b>5,606.72</b>
<b>010-5300</b>	<b>Dues and Memberships</b>				
P20-00369	So California Science Olympiad	012	DISC: Science Olympiad Registration	010-5300	650.00

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

ESCAPE ONLINE

Page 1 of 3

## Includes Purchase Orders dated 11/01/2019 - 11/30/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:010-5300 Dues and Memberships					650.00
<b>010-5600</b>	<b>Rents, Leases, and Repairs</b>				
B19-00128	Do-It Center	004	2018-2019 Supplies for Maintenance & Op	010-5600	159.28
P20-00376	Absolute Fire Protection, Inc.	004	Replace Defective Water Flow Switch	010-5600	815.31
P20-00377	Fence Factory	004	Install Custom Rails at Steps for Safety	010-5600	3,983.82
P20-00379	Fence Factory	004	Repair Vandalized/Damaged Backstop at MCMS	010-5600	1,629.14
Total:010-5600 Rents, Leases, and Repairs					6,587.55
<b>010-5820</b>	<b>Other Operating Expense</b>				
B20-00236	Christine Denise DeKlotz	013	Oth Exp/PFC Don	010-5820	1,500.00
B20-00243	Tori Nisperos	013	AP Reader/PFA Funded	010-5820	3,640.00
B20-00254	Brian Hoover	001	Open PO for DO Fish Tank Repairs	010-5820	1,000.00
P20-00363	Southwinds Transportation	010	Buses for 5th Grade Field Trip to Reagan Library	010-5820	1,061.20
P20-00364	Dept. of Toxic Substances Cont Accounting Unit-EPA ID	004	EPA ID Number Verification Fee	010-5820	225.00
P20-00367	Childrens Museum of SB MOXI T he Wolf Museum of E&I	009	Donation - 2nd grade S.B. Museum	010-5820	1,468.00
P20-00368	Pali Institute AttnBusiness Manager	012	DON: Final Pali Payment	010-5820	2,700.00
P20-00375	AML Global American Language Services	000	SpEd Meeting (ROES) - Interpretation services	010-5820	590.60
P20-00378	Insight Environmental, Inc	004	Mold/Spore Trap Air Sample	010-5820	1,025.00
P20-00381	California Weekly Explorer	011	5th grade in-house event	010-5820	1,285.00
Total:010-5820 Other Operating Expense					14,494.80
<b>010-6400</b>	<b>Equipment \$5000+</b>				
P20-00371	Airgas West	013	OPHS AirGas Items	010-6400	7,612.68
Total:010-6400 Equipment \$5000+					7,612.68
<b>010-9510</b>	<b>Prior Year Liability - Clear</b>				
B19-00128	Do-It Center	004	2018-2019 Supplies for Maintenance & Op	010-9510	1,276.25
Total:010-9510 Prior Year Liability - Clear					1,276.25
<b>120-4330</b>	<b>Other Materials and Supplies N</b>				
P20-00362	Jared Luke Kira DBA Deo Volent e Industries	028	Shirts & Sweatshirts for Ext. Care Program staff	120-4330	3,507.08
Total:120-4330 Other Materials and Supplies N					3,507.08
<b>211-4410</b>	<b>Equipment New Non-Capitalized</b>				
P20-00358	Geil Kilns	004	Proj 19-19S Art Court Kiln Equip & Install	211-4410	49,482.51
P20-00359	Canned Heat Glass	004	Proj 19-19S Art Court Glass Blower Kiln @OPHS	211-4410	16,359.56

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

ESCAPE ONLINE

Page 2 of 3

## Includes Purchase Orders dated 11/01/2019 - 11/30/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00360	Shrevport Ceramics Supply, Inc .	004	Proj 19-19S Art Court Paragon Kiln OPHS	211-4410	29,608.12
Total:211-4410 Equipment New Non-Capitalized					95,450.19
<b>211-6259</b>	<b>Other Costs/Planning/Change Or</b>				
B20-00255	Colbi Technologies, Inc	004	Proj 18-21S PreQual Svcs for Contractors @MCMS	211-6259	3,400.00
Total:211-6259 Other Costs/Planning/Change Or					3,400.00
<b>211-6272</b>	<b>Construction Management Fees</b>				
P20-00373	Balfour Beatty Construction	004	Const Mgmt Services 9/1-9/30/2019	211-6272	26,080.00
P20-00374	Balfour Beatty Construction	004	Const Mgmt Services 10/1-10/31/2019	211-6272	11,200.00
Total:211-6272 Construction Management Fees					37,280.00
Total Number of POs				43	
				Total	227,530.22

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	1	2,723.75
010	General Fund	36	85,169.20
Total Fiscal Year 2020			85,169.20
120	Child Development Fund	1	3,507.08
Total Fiscal Year 2020			3,507.08
211	Measure S Facilities & Tech	6	136,130.19
Total Fiscal Year 2020			136,130.19
Total			227,530.22

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

ESCAPE ONLINE

Page 3 of 3

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.2.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS, CA**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all winter sports team(s) (Girls Soccer, Boys Soccer, Girls Basketball, and Boys Basketball) 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 2018-19 budget.

**ALTERNATIVES:** 1. Approve overnight trip for Oak Park Athletic Team(s) Play-Offs.  
2. Do not approve the field trip as presented.

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.2.e. RATIFY OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND NATIONAL COUNCIL OF TEACHERS OF ENGLISH CONVENTION (NCTE) IN BALTIMORE, MD – November 20-24, 2019**

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ACTION

**ISSUE:** Shall the Board of Education ratify out of state travel for certificated employee to attend the Fall 2019 NCTE Convention?

**BACKGROUND:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. MCMS teacher **Vanessa Heller** attended the NCTE 2019 annual convention in Baltimore, Maryland 11/20/19 - 11/24/19. The convention is for Language Arts teachers and those ELA teachers especially focused on inquiry and social justice, as was the theme of this year's convention. Ms. Heller is a regular presenter on inquiry, the Sustainable Development Goals, and gifted education throughout Southern California (mainly) and a trainer in the Oak Park Inquiry Institute. Not only does NCTE offer numerous sessions on various literacies, inquiry, and social justice and anti-racist teaching practices and ideologies, there are many educational experts at the convention to consult and work with. Ms. Heller's participation in NCTE 2019 directly benefits her own practice and the practice of others as she shares her learning and resources with her district colleagues and the various committees on which she serves.

**FISCAL IMPACT:** There is zero fiscal impact of Vanessa's attendance at NCTE as she paid for her own registration, lodging, and travel expenses. In addition, no substitute was needed as all but approximately 40 6th graders attended Pali and there was more than enough staff to cover the students who remained at MCMS.

**ALTERNATIVES:**

1. Ratify out of state travel for certificated employee to attend Fall 2019 NCTE in Baltimore, MD.
2. Do not ratify out of state travel for certificated employee to attend Fall 2019 NCTE in Baltimore MD.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brad Benioff, Principal, Medea Creek Middle School  
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**BOARD MEETING, DECEMBER 18, 2019**  
**Ratify Out of State Travel for Certificated Employee**  
**Page 2**

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.2.f. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-23S, TENNIS COURT RESURFACING AT OAK PARK HIGH SCHOOL**

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CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 19-23S, Tennis Court Resurfacing at Oak Park High School, contracted with Sport Court of Southern California?

**BACKGROUND:** On August 20, 2019, the Board of Education authorized the award of a contract for Project 19-23S, Tennis Court Resurfacing at Oak Park High School, contracted with Sport Court of Southern California.

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

**FISCAL IMPACT:** None. 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 19-23S, Tennis Court Resurfacing at Oak Park High School, contracted with Sport Court of Southern California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

Notice of Completion

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

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

That on or about August 20, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Sport Court of Southern California for Project 19-23S, Tennis Court Resurfacing at Oak Park High School, on certain real property hereinbefore described: that said building and improvements were actually completed on December 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)



## Project Status

Budget, Commitments, Expenditures, Construction, Funding

### Oak Park High School - 19-23S Tennis Court Resurfacing (OPHS - 19-23S)

#### Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	44,084	44,084	44,084
Contingency	-	-	-
<b>Total</b>	<b>44,084</b>	<b>44,084</b>	<b>44,084</b>
<b>Budgeted Hard Cost</b>	<b>100.0%</b>		

#### Budget Status

Initial Amount	44,084
Pending Changes	-
<b>Total</b>	<b>44,084</b>
<b>Budgeted Contingency</b>	<b>0.0%</b>

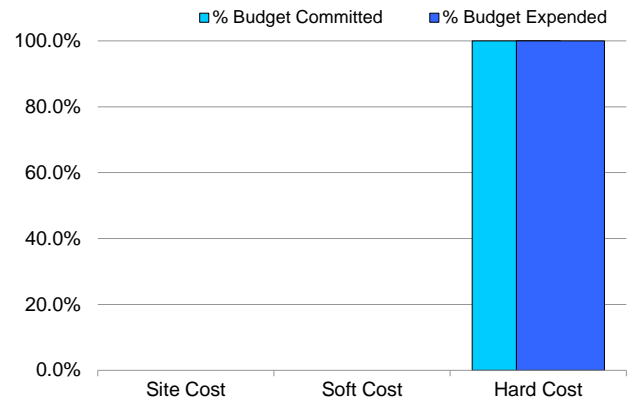
#### Committed Status

Initial Contracted AMT	44,084
<b>Total</b>	<b>44,084</b>
<b>Budget Committed</b>	<b>100.0%</b>

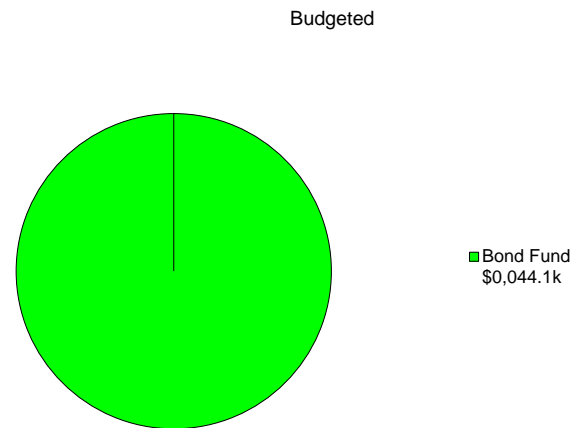
#### Expenditure Status

Paid	20,940
In Process for PMT	20,940
District Held Retentions	2,204
<b>Total</b>	<b>44,084</b>
<b>Budget Expended</b>	<b>100.0%</b>

#### Progress



#### Funding Sources



#### Construction Contract Status

Contract Name	Initial AMT	Current AMT	% Chng	Pending Changes	Work in Place	% Cmpl	CCD Date	NOC Date
Sport Court of Sout	44,084	44,084	0.0%	-	44,084	100.0%	11/03/2019	
<b>Total</b>	<b>44,084</b>	<b>44,084</b>	<b>0.0%</b>	<b>-</b>	<b>44,084</b>	<b>100.0%</b>		



Budget Status Report  
Budget versus Commitments and Expenditures

Oak Park High School - 19-23S Tennis Court Resurfacing

Budget Group/Object Code	Budget			Commitments				Expenditures				
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Held Retention	Total Expenditures	% Budget Spent
C - Construction												
6209 - Main Construction Contractor	44,084		44,084	44,084		44,084	100.0%	20,940	20,940	2,204	44,084	100.0%
	44,084		44,084	44,084		44,084	100.0%	20,940	20,940	2,204	44,084	100.0%
Totals	44,084		44,084	44,084		44,084	100.0%	20,940	20,940	2,204	44,084	100.0%

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.3.a. CALIFORNIA SCHOOL DASHBOARD LOCAL INDICATOR UPDATE**

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INFORMATION/DISCUSSION

**ISSUE:** Shall the Board of Education receive an update on the California School Dashboard Local Indicators?

**BACKGROUND:** The School Dashboard includes easy to use reports, which show local educational agencies (LEAs), schools, and student groups on a set of state and local indicators to assist in identifying strengths, weaknesses, and areas in need of improvement. Prior to finalizing this information in the Dashboard, the information must be reported at an LEA's regularly scheduled governing board meeting.

State Indicators are:

- Chronic Absenteeism\* (K-12)
- Suspension Rate (K-12)
- English Learner Progress Indicator (K-12)
- Graduation Rate (9-12)
- College/Career Readiness Indicator\* (9-12)
- Academic Indicator (ELA and mathematics assessments) - based on CAASPP test scores for English language arts and math (grades 3-8)

For Local Control Funding Formula (LCFF) priorities where data is not collected at the state level, an LEA will measure and report its progress through the Dashboard based on locally collected data. The Local Indicator are:

Priority 1: Basic Conditions at School

Priority 2: Implementation of State Academic Standards

Priority 3: Parent and Family Engagement

Priority 6: School Climate

Priority 7: Access to a Broad Course of Study

**FISCAL IMPACT:** None, Discussion only

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.3.b. DISCUSSION ON REPORTING OF WEIGHTED AND UNWEIGHTED  
GRADE POINT AVERAGE ON OAK PARK HIGH SCHOOL  
TRANSCRIPTS**

DISCUSSION

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**ISSUE:** Shall the Board of Education discuss adding weighted grade point average on High School transcripts?

**BACKGROUND:** Recent concerns have been expressed related to Oak Park High School's reporting of GPA on transcripts used in college applications. Oak Park High School ceased reporting class rank, calculating weighted GPA, and naming Valedictorian in exchange for the current *Cum Laude* recognition at graduation beginning with the class of 2010. Oak Park High School currently reports unweighted GPA and UC/CSU Weighted GPA on its transcripts. The Board has requested that staff and administration present current practices of Oak Park High School, as well as other Challenge Success districts to determine if any recommendations should be made to alter the reporting of GPA on transcripts.

**FISCAL IMPACT:** None

**ALTERNATIVES:** None, Discussion, only

**RECOMMENDATION:** None, Discussion only

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.3.c. DISCUSS AND AUTHORIZE THE ESTABLISHMENT OF A SWIM PROGRAM AT OAK PARK HIGH SCHOOL**

DISCUSSION/ACTION

**ISSUE:** Shall the Board Discuss and Authorize the Establishment of a Swim Program at Oak Park High School?

**BACKGROUND:** At its meeting on November 19, 2019, the Board of Education received information and survey results provided by the OPHS Athletic department on a potential aquatics program for OPHS. Based on the information provided the Board directed staff to bring back a proposal for board review and approval for establishing a swim program.

The Administration has concluded its exploration and research, including financial analysis based on multiple successful programs and the enthusiastic response to a survey of student interest in such a program. The staff recommends that the Board authorize and direct staff to establish a Swim Program at Oak Park High School.

The proposal is to add a boys and girls swim team to participate in the Coastal Canyon League. It is the school's intent to hold practices at Lindero Country Club. School administration will continue to research facilities for Water Polo.

**FISCAL IMPACT:** The total cost of the swim program for the 2020-21 season/school year is estimated to be \$28,000, which would be funded by multiple sources. The proposal includes the anticipated cost of coaching stipends (\$6000) and facility rental fees (\$4200) to be covered by the General Fund.

**ALTERNATIVES:**

1. Authorize and direct Staff to establish a Swim Program at Oak Park High School.
2. Do not authorize the establishment of a Swim Program at Oak Park High School.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Tim Chevalier, Athletic Director, Oak Park High School  
Jason Meskis, Assistant Principal, Oak Park High School  
Dr. Jay, Greenlinger, Director, Curriculum and Instruction

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**December 17, 2019 Board of Education Meeting**  
**Discuss and Authorize the Establishment of a Swim**  
**Program at Oak Park High 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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.3.d. APPROVE AGREEMENT BETWEEN VENTURA COUNTY OFFICE OF EDUCATION AND OAK PARK SCHOOL DISTRICT LIBRARY SUPPORT SERVICES**

**ACTION**

**ISSUE:** Shall the Board of Education approve the agreement between Ventura County Office of Education and Oak Park School District Library Support Services?

**BACKGROUND:** California Education Code 18100 requires that “*the governing board of each school district shall provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency.*” Section 18120 further instructs districts on the credentialing requirements for the staffing of school libraries. While OPUSD currently has an arrangement with the Oak Park Public Library on the Oak Park High School campus, recent cases suggest that OPUSD must arrange for credentialed librarian services for the other school sites in order to be fully compliant with Section 18120. The Ventura County Office of Education maintains credentialed librarians who can be contracted to provide support and training to school libraries and district staff. This agreement would ensure that OPUSD is in full compliance with the Education Code Sections pertaining to school libraries.

**FISCAL IMPACT:** The contracted cost is \$3,520 and will be funded by LCAP Goal 1.2. This is included in the 2019-2020 adopted budget.

**ALTERNATIVES:**

1. Approve the agreement between Ventura County Office of Education and Oak Park School District Library Support Services?
2. Do not approve the agreement between Ventura County Office of Education and Oak Park School District Library Support Services?

**RECOMMENDATION:** Alternative #1

Prepared by:

Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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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.	_____	_____	_____	_____

**AGREEMENT BETWEEN  
VENTURA COUNTY OFFICE OF EDUCATION, CURRICULUM AND INSTRUCTION  
AND  
OAK PARK SCHOOL DISTRICT  
FOR  
LIBRARY SUPPORT SERVICES**

The scope of this document is to define the roles and responsibilities of Ventura County Office of Education Department of Curriculum and Instruction staff in providing Oak Park School District, hereafter called "the District." The purpose is to support staff and students by providing regular and effective library support services as follows:

1. Provide library support services pursuant to Section 18100 of the California Education Code to the school sites of Oak Park School District.
2. Provide support in implementing State Standards and aligning individual school site library services with the California Model School Library Standards to include the following:
  - a. Provide direct support in the selection and cataloging of library materials to correlate with site needs and support standards-based curriculum
  - b. Provide professional development and training for library staff regarding library materials use, organization, programming, collection development, and standard library procedure and use
  - c. Provide professional development training for library staff to support efforts to integrate information literacy and technology skills into all areas of learning
  - d. Assist in site-specific inventory and assessment of library materials, programming and student/teacher needs
  - e. Provide professional development training for library staff on repair, weeding, and disposal of obsolete materials that conform to approved district policies and procedures to maintain a healthy library collection
  - f. Provide distance-based support on an as-needed basis (via telephone or e-mail)
3. Assist in the completion of the annual CDE Library Survey pursuant to Section 18122 of the California Education Code.
4. Perform any or all of the following duties as authorized:
  - a. Instruct students in accessing, evaluating, using and integrating information and resources in the library program
  - b. Plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers;
  - c. Select materials for school and district libraries
  - d. Develop programs for and deliver staff development for school library services
  - e. Coordinate or supervise library programs at the school, district or county level

This serves as a Memorandum of Understanding and Responsibility Agreement that "**the District**" and the **Ventura County Office of Education** will work together toward promoting effective library services. Each agency, according to its defined role, agrees to participate in coordinating, providing and financing these services for the purpose of this agreement.

1. **Ventura County Office of Education, Curriculum and Instruction, agrees to:**
  - a. Provide four full days of library services and support on dates to be mutually determined between July 1, 2019 through June 30, 2020. Library support services to be provided by VCOE Library Services Specialist at a rate of \$880.00 per day. Total cost for library services not to exceed \$5,000.00.
1. **The District agrees to:**
  - a. Pay Ventura County Office of Education for Library Services Specialist for services, not to exceed \$5,000.00.

The Ventura County Office of Education shall monitor this Agreement to oversee implementation of project activity. This Memorandum of Understanding and Responsibility Agreement shall be effective upon signature and implemented July 1, 2019 until June 30, 2020.

**For the Oak Park School District**

\_\_\_\_\_  
**Leslie Heilbron, Ed.D., Assistant Superintendent,  
Human Resources**

\_\_\_\_\_  
**Date**

**For the Ventura County Office of Education, Curriculum and Instruction**

\_\_\_\_\_  
**Antonio Castro, Ed.D., Associate Superintendent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Lisa Cline, Director of Business Services**

\_\_\_\_\_  
**Date**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.3.e. APPROVE REVISED DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEAR 2019-2020**

ACTION

**ISSUE:** Shall the Board of Education approve the revised instructional calendar of 2019-2020?

**BACKGROUND:** Due to the Emergency closure of school in Oak Park Unified School District on October 30 and 31, 2019, Oak Hills and Brookside elementary schools lost two scheduled minimum days for Parent Teacher Conferences and Red Oak Elementary lost one. Staff is recommending adding additional minimum days to the current year's instructional calendar based on the number of days lost at each elementary school. Per Ed Code 48980 Board approval is required if any minimum days or student-free staff development days are added to the schedule for the current school year. Parents are also required to be notified at least a month in advance of the additional minimum days being added. Staff recommends adding the following additional minimum days for Elementary schools.

- Oak Hills - February 13, 2020 and April 9, 2020
- Red Oak – February 13, 2020
- Brookside - March 2, 2020 and April 9, 2020

**FISCAL IMPACT:** None, there are sufficient instruction minutes to add these two additional minimum days for elementary schools to the 2019-2020 instructional calendar.

**ALTERNATIVES:** 1. Approved the revised 2019-2020 school year calendar.  
2. Do not approve the revised 2019-2020 school year calendar.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT - **BOARD REVISED 12-17-19**

## JULY 2019- JUNE 2020 - STUDENT/TEACHER CALENDAR

### JULY 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day

### JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Break

6 Sec Prep Day - Sec students out of school, Elem in school

7 - 1st Day Sem 2

20 - MLK Day - Holiday

19 days/E, 18 days/S

### AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 - K-12 Staff Dev

5 - Teacher Prep Day

6 - First school day

19 Days

### FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

13 - OHES/ROES Minimum Day

14 - Opt K-12 Buy back

17 - Presidents Day

18 Days

### SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2- Labor Day

30 - Local Holiday

19 Days

### MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-5 OHES Conf/ Min Days

2 BES Min Day 3-6 Conf/Min Days

3-6 ROES Conf/Min Days

19-20 OPHS Minimum Days

22 Days

### OCTOBER 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9-Local Holiday

14 - Elem Teacher Prep Day

Conf Days - 22-30 ROES, 23-31 OHES

BES - 24-1 Conf Days, OPHS 25,28 Min

Oct 25 Special Minimum Day for all

21 days E/22 days S

### APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

13 - BES/OHES Minimum Day

10 - Local Holiday

13-17 Spring Break

16 Days

### NOVEMBER 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 - BES Conference Day

11 - Veterans Day

25-27 - Local Holidays

28 -Thanksgiving

29 - Local Holiday

15 Days

### MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 - End of Sem 2/Last Day of School

25 - Memorial Day

20-21 - OPHS/MCMS Min days

22 - All Schools Min Day

16 - Days

91 days/E, 90 days/S

### DECEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20-End of Sem 1

23-31 Winter Break

15 Days

89 days/E, 90 days/S

### JUNE 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Denotes School Holiday

# Denotes Begining and End of school

# Denotes Teacher Prep Day (Some Students in School/Some Students Out of School)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.3.f. APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEAR 2021-2022**

ACTION

**ISSUE:** Shall the Board of Education approve the instructional calendar of 2021-2022?

**BACKGROUND:** The District Calendar Committee met on November 7, 2019 and proposed the two accompanying calendars. Oak Park Teacher's Association and Oak Park Classified Association conducted an advisory vote and both unanimously recommended approving calendar draft "B".

**FISCAL IMPACT:** None

**ALTERNATIVES:** 1. Approved draft "B" of the 2021-2022 school year calendar.  
2. Do not approve the draft presented.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT - **DRAFT A -12-17-2019**

## JULY 2021- JUNE 2022 - STUDENT/TEACHER CALENDAR

### JULY 2021

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3	4 - Independence Day							1	1-6 Winter Break
4	5	6	7	8	9	10		2	3	4	5	6	7	8	7 - K-12 Opt Buy back
11	12	13	14	15	16	17		9	10	11	12	13	14	15	10 Sec Prep Day - Secondary students out of school, Elementary in school
18	19	20	21	22	23	24		16	17	18	19	20	21	22	11 First day of Sem 2
25	26	27	28	29	30	31		23	24	25	26	27	28	29	17 - MLK Day - Holiday
								30	31						15 days/Elem, 14 days/Sec

### JANUARY 2022

### AUGUST 2021

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6	7	4-5 - K-12 Opt Buy back			1	2	3	4	5	
8	9	10	11	12	13	14	6 - Teacher Prep Day	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	9 - First school day	13	14	15	16	17	18	19	
22	23	24	25	26	27	28		20	21	22	23	24	25	26	21 - Presidents Day
29	30	31					17 Days	27	28						19 days

### FEBRUARY 2022

### SEPTEMBER 2021

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4	6- Labor Day			1	2	3	4	5	
5	6	7	8	9	10	11	7 - Local Holiday	6	7	8	9	10	11	12	Elem Spring Conferences
12	13	14	15	16	17	18	16 - Local Holiday	13	14	15	16	17	18	19	
19	20	21	22	23	24	25		20	21	22	23	24	25	26	28-31 Spring Break
26	27	28	29	30			19 Days	27	28	29	30	31			19 Days

### MARCH 2022

### OCTOBER 2021

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
					1	2							1	2	1 - Local Holiday
3	4	5	6	7	8	9		3	4	5	6	7	8	9	
10	11	12	13	14	15	16	11 - Elem Teacher Prep Day/Sec in school	10	11	12	13	14	15	16	15 - Local Holiday
17	18	19	20	21	22	23		17	18	19	20	21	22	23	
24	25	26	27	28	29	30	27-29 Elem Conference Days	24	25	26	27	28	29	30	19 Days
31							20 days Elem/21 days Sec								

### APRIL 2022

### NOVEMBER 2021

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
	1	2	3	4	5	6	1-3, 5 Elem Conference Days								
							4 - Special Minimum Day	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	11 - Veterans Day	8	9	10	11	12	13	14	27 Last day of School
14	15	16	17	18	19	20	22-26 - Local Holidays	15	16	17	18	19	20	21	30 - Memorial Day
21	22	23	24	25	26	27	25 -Thanksgiving	22	23	24	25	26	27	28	20 - Days
28	29	30					16 Days	29	30	31					92 days/Elem, 91 days/Sec

### MAY 2022

### DECEMBER 2021

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4					1	2	3	4	
5	6	7	8	9	10	11	22 - End of Sem 1	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	23-31 Winter Break	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	16 Days	19	20	21	22	23	24	25	
26	27	28	29	30	31		88 days/Elem, 89 days/Sec	26	27	28	29	30			

### JUNE 2022

# Denotes School Holiday

# Denotes Beginning and End of school

# Denotes Teacher Prep Day(Some Students in School/Some Students Out of School)

# OAK PARK UNIFIED SCHOOL DISTRICT - DRAFT B -12-17-2019

## JULY 2021- JUNE 2022 - STUDENT/TEACHER CALENDAR

### JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

							4 - Independence Day

### JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-7 Winter Break
10 Sec Prep Day - Secondary students out of school, Elementary in school
11 First day of Sem 2
17 - MLK Day - Holiday
15 days/Elem, 14 days/Sec

### AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4-5 - K-12 Opt Buy back
6 - Teacher Prep Day
9 - First school day
17 Days

### FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

18 - Opt K-12 Buy back
21 - Presidents Day
18 days

### SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6- Labor Day
7 - Local Holiday
16 - Local Holiday
19 Days

### MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Elem Spring Conferences
23 Days

### OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - Elem Teacher Prep Day/Sec in school
27-29 Elem Conference Days
20 days Elem/21 days Sec

### APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11-15 Spring Break
16 Days

### NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-3,5 Elem Conference Days
4 - Special Minimum Day
11 - Veterans Day
22-26 - Local Holidays
25 -Thanksgiving
16 Days

### MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

27 Last day of School
30 - Memorial Day
20 - Days
92 days/Elem, 91 days/Sec

### DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 - End of Sem 1
23-31 Winter Break
18 Days
88 days/Elem, 89 days/Sec

### JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


# Denotes School Holiday

# Denotes Beginning and End of school

# Denotes Teacher Prep Day(Some Students in School/Some Students Out of School)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.4.a. 2020-21 DISTRICT CAPACITY/ENROLLMENT PROJECTIONS/DOC VACANCY PROJECTIONS**

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**ACTION/DISCUSSION**

**ISSUE:** The board will receive a report from staff related to program capacity and student enrollment projections for the 2020-21 School Year. In addition, preliminary information regarding the number of new inter-district students that may be enrolled into Oak Park Unified for the 2020-21 School Year will be presented for discussion and action.

**BACKGROUND:** Each year the board is presented with enrollment projections for the upcoming school year to facilitate decision making related to the capacity of the school district and the number of inter-district students that can be accepted into OPUSD. Current enrollment and the initial enrollment projections for the 2020-21 School Year will be presented to the governing board for discussion and approval. New resident enrollment for next school year will be taking place at the school sites during the month of January and early February. These new resident numbers, based on historical data, have been incorporated into the projections for next year.

Many of the new inter-district students who will be attending next year will be enrolled as a result of the District of Choice program. The regulations governing this program require the board to establish the district's program capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2020-21. In addition, the regulations require that the board "accept all students who apply to transfer until the school district is at maximum capacity". A recommendation is before the board to establish the district's overall program capacity at 4673. This is reflected in Table 1 and Table 3 which also establishes a grade-level capacity for each of the grades DK-12. Because the number of new applications under District of Choice will not be known until the application period closes on December 31, 2019, the exact number of transfers that will be approved for enrollment will be addressed at the January 21, 2020 board meeting.

**FISCAL IMPACT:** The initial budget for next school year will be based on the projected enrollment approved by the board.

**ALTERNATIVES:**

1. Approve the 2020-21 program capacities and enrollment projections outlined in Tables 1-3.
2. Do not approve the 2020-21 program capacities and enrollment projections outlined in Tables 1-3.

**BOARD MEETING, DECEMBER 17, 2019**

District Capacity/Enrollment Projections

Page 2

3. Revise the 2020-21 program capacities and enrollment projections outlined in Tables 1-3.

**RECOMMENDATION:** The staff recommends Alternative 1.

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

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**  
**2020-2021 ENROLLMENT PROJECTIONS (DECEMBER DRAFT)**

The first draft of enrollment projections for the 2020-21 school year can be found in Tables 1-3 below. The following narrative describes the assumptions used in creating the projections. This first draft will be monitored weekly and updated monthly to reflect the most recent information coming from the school sites and changes in the number of applications we receive through the District of Choice program.

**Assumptions for Table 1:**

"Program Rooms" and "Program Capacity" refer to rooms available for use as a conventional classroom, and do not include rooms dedicated to other programmatic uses as described below.

1. Total Rooms does not include those allocated for RSP or other special education specialists
2. Program Capacity loading: DK=25-1; K-3=28-1; 4-5=32-1; 6-8=32-1; 9-12=32-1; OVHS 17-1; OPIS 28-1
3. Program Capacity at elementary allows for dedicated computer and music rooms
4. Program Capacity at middle school allows for Tech Lab, computer and music rooms
5. Program Capacity at high school allows for 2 dedicated computer labs, presentation classroom, college/career center, music rooms and student store.
6. Program capacities at secondary level are approximate and dependent upon curriculum offerings, master scheduling and number of students taking classes outside of the periods 1-6 schedule.
7. Capacities for physical education classes at Medea Creek and Oak Park High = 45
8. Oak View High capacity is based on 17 students per teacher/room.
9. Open Seats = Program Capacity less projected returning and new resident enrollment
10. Libraries and multipurpose rooms are not included in room counts.
11. At MCMS Tech Lab and computer room (D1 & D1A) are counted as 1 room
12. \*At OPHS "Program Rooms" total 52 general education instructional spaces (includes 3 for PE classes)
13. \*At MCMS "Program Rooms" total 37 general education instructional spaces (includes 3 for PE classes)

Table 1 identifies the projected vacancies (see column labeled "Open Seats") for each school at each grade level after taking into consideration students moving forward and new resident students enrolling. Historically, the attrition of inter-district and resident students from year to year and the enrollment of new resident students has been fairly consistent. The projected vacancies shown in Tables 1 and 3 will be first filled by new resident students and then by new inter-district students. We have used historical data from the past five years to determine projections of new incoming resident students entering our schools and this has been fairly accurate for most years. We have also taken into account the 19/20 school year DOC Yield Rate (accepted vs. attending) to help with accuracy because we had so many families using the DOC application as a placeholder. The current school year projection was 4643 and our enrollment to date is at 4504. The 139-student drop was primarily due

to a lower than expected enrollment at OPHS and OPIS. In addition, we had roughly 50 students at OPHS who did not come as planned. This causes a problem for our anticipation of numbers because many of these families use their acceptance into OPUSD as a placeholder while they shop around at all the other options. We also had 61 students move either out of state or to a different country between May-July.

**Notes to Assist in Reading of Table 1:**

1. Our initial projected enrollment for next year is 4478 (Includes 1 NPS students).
2. There will be a need to reduce our elementary staff by two teachers (2 at Brookside 2nd and 5th). Depending on retirements we may not need to release the temporary teachers. We will know more in February and after all DOC applications
3. There was a need to reduce two classes at Red Oak (Kindergarten and 4th). There was a need to increase two classes at Red Oak (2nd and 5th).
4. Based on our initial projections we will NOT need to add additional staffing to the high school or middle school from our current staffing levels. We will continue to monitor the applications.
5. As of November 11, 2019 the number of projected new residents and returning students for next year is 4160 as shown in the first column of Table 1. Historically our new resident enrollment continues to grow throughout the spring and the number of new and returning increases over the summer.
6. The recommendation for acceptance of new inter-districts will not be provided to the board until the January board meeting when we will know how many applicants have applied at each grade level. According to the DOC legislation, the board is required to accept “all students who apply to transfer until the school district is at maximum capacity”. For this purpose, we will use the column in Table 3 labeled “Projected Capacity” to determine when the district is at maximum capacity for **each of the grade levels**. The overall district capacity is projected to be 4673 as shown in Tables 1 and 3, but we will use the grade level capacities shown in Table 3 instead of the overall district capacity to help determine how many new inter-district students we will enroll.
7. The final recommendation for acceptance of new inter-districts will be presented at the January 21 board meeting. It will exclude the continuation school students and the projected 34 independent study program vacancies. Oak View and OPIS enroll their students throughout the year and will accept as many as are qualified to enroll in the respective programs. OPIS will be moving 1 teacher to an elementary site leaving them a total of 5.8 FTE with 7 teachers. This equates to a total of 162 students with the 5.8 FTE. This allows OPIS to have the option of increasing their FTE to 7 (196 students).
8. The number of new inter-districts to accept for grade 8 and grades 11 & 12 is largely dependent on known attrition of current numbers in the grades and the applicant’s number of high school credits when applying for grades 11 & 12.

**Table 1 – Projected Enrollment by Site - 2020-2021 School Year  
Compared to Actual Enrollment for 2018-19 & 2019-20**

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2020-21 Program Capacity	Open Seats	2020-21 Projected Enrollment	Actuals for 2019-20 (11/05/19)	Actuals for 2018-19 (5/24/19)
(97%/cap)									
BROOKSIDE	DK	8	1	25	25	17	21	25	22
	K	48	3	28	84	36	80	82	72
	1	82	3	28	84	2	84	79	84
	2	79	3	28	84	5	82	106	84
	3	106	4	28	112	6	108	94	81
	4	94	3	32	96	2	96	94	97
	5	94	3	32	96	2	96	114	122
	TOTAL	511	20		581	70	567	594	562
(94%/cap)									
OAK HILLS	DK	8	1	25	25	17	21	26	22
	K	58	3	28	84	26	80	76	70
	1	76	3	28	84	8	82	82	86
	2	82	3	28	84	2	84	78	81
	3	78	3	28	84	6	83	82	80
	4	82	3	32	96	14	88	80	98
	5	80	3	32	96	16	86	95	97
	TOTAL	464	19		553	89	524	519	534
(96%/cap)									
RED OAK	DK	8	1	25	25	17	21	25	22
	K	55	3	28	84	29	81	106	97
	1	106	4	28	112	6	112	108	84
	2	108	4	28	112	4	112	83	85
	3	83	3	28	84	1	84	84	108
	4	84	3	32	96	12	89	112	97
	5	112	4	32	128	16	116	95	94
	TOTAL	556	22		641	85	615	613	587

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2020-21 Program Capacity	Open Seats	2020-21 Projected Enrollment	Actuals for 2019- 20 (11/5/19)	Actuals for 2018- 19 (5/24/19)
MEDEA CREEK	6	300	12	32	380	80	355	368	354
<i>PE: @45</i>	7	365	11.5	32	365	0	370	357	348
<i>Grades 6-8 Rooms@32</i>	8	355	11	32	360	5	360	355	379
TOTAL		1020	34.5*		1105	85	1085	1080	1081
OAK PARK	9	335	13	32	420	85	370	386	394
<i>PE: @45</i>	10	376	12.5	32	410	34	380	390	386
<i>Grade 9-12@32</i>	11	385	12	32	390	5	380	371	347
	12	365	11	32	360	0	366	345	369
TOTAL		1461	48.5*		1580	124	1496	1492	1496
OAK VIEW	9-12	20	3	17	51	31			
TOTAL		20	3	17	51	31	30	35	45
OPIS	K-12	128	5.8	28	162	34			
TOTAL		128	5.8	28	162	34	160	168	214
<b>DISTRICT TOTALS</b>		<b>4160</b>			<b>4673</b>	<b>518</b>	<b>4477</b>	<b>4501</b>	<b>4519</b>
<b>NPS*</b>		<b>1</b>	<b>N/A</b>		<b>N/A</b>	<b>N/A</b>	<b>1</b>	<b>1</b>	<b>3</b>



**Table 2 – District Enrollment since 2011 and Projected for 2020-21**

	<b>2011-12 Enrolled</b>	<b>2012-13 Enrolled</b>	<b>2013-14 Enrolled</b>	<b>2014-15 Enrolled</b>	<b>2015-16 Enrolled</b>	<b>2016-17 Enrolled</b>	<b>2017-18 Enrolled</b>	<b>2018-19 Enrolled*</b>	<b>2019-20 Enrolled*</b>	<b>2020- 2021 Projected</b>
Brookside	590	599	625	619	603	584	573	568	594	567
Oak Hills	464	539	529	521	531	502	531	535	519	524
Red Oak	525	563	616	639	601	606	575	590	613	615
Medea Creek	1071	1132	1127	1130	1101	1110	1085	1088	1080	1085
Oak Park HS	1398	1463	1519	1525	1520	1500	1527*	1549*	1507*	1496
Oak View HS	39	47	40	29	44	43	34	35	35	30
OPIS	114	168	215	221	224	221	199	209	168	160
NPS	5	4	1	1	2	7	5	3	1	1
District Totals	4206	4515	4672	4685	4626	4573	4529	4577	4517	4478
Growth	4.9%	7.3%	3.5%	0.3%	-1.3%	-1.1%	-1.0%	1.05%	-1.32%	-0.87%

**\*Enrollment for 2019-20 as of 9/17/2019 (OPHS number includes 15 high school Educatus students)**

**Table 3 – Recommendations for Acceptance of Inter-District Students by Grade Level\***

Grade	Projected Capacity	Projected New/returning	Projected Vacancies	New Applications*	Approved # to Enroll**
DK	75	24	51	33	
K	252	161	91	108	
1 <sup>st</sup>	280	264	16	26	
2 <sup>nd</sup>	280	269	11	11	
3 <sup>rd</sup>	280	267	13	22	
4 <sup>th</sup>	288	260	28	18	
5 <sup>th</sup>	320	286	34	13	
6 <sup>th</sup>	380	300	80	90	
7 <sup>th</sup>	365	365	0	13	
8 <sup>th</sup>	360	355	5	9	
9 <sup>th</sup>	420	335	85	93	
10 <sup>th</sup>	410	376	34	10	
11 <sup>th</sup>	390	385	5	13	
12 <sup>th</sup>	360	365	-5	2	
OPIS	162	128	34	N/A	Open
Oak View	51	20	31	N/A	Open
Totals	4673	4160	518	461	
NPS	1	1	N/A	1	0

\*Applications as of 12/6/2019

\*\* A recommendation for enrollment will be made at the January 21, 2020 board meeting

**Summary of 2020-21 Projected Compared to 2019-20 Enrolled:**

- Elementary projection at the three sites for next year is 1706 (compared to 1706 enrolled for 2019-20)
- Middle School projection for next year is 1085 (compared to 1080 enrolled for 2019-20)
- High School projection for next year is 1496 (compared to 1515\* enrolled for 2019-20)
- OPIS projection is 160 (compared to 168 enrolled for 2019-20) and 30 OVHS (compared to 35 for 2019-20)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.4.b. APPROVE AGREEMENT WITH VENTURA COUNTY OFFICE OF  
EDUCATION (VCOE) MENTAL HEALTH SERVICES TO FUND  
THE DIVERSITY AND EQUITY GRANT**

ACTION

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**ISSUE:** Shall the Board approve the agreement with VCOE Mental Health Services to fund the Diversity and Equity Grant?

**BACKGROUND:** As a participant in an application submitted to the Ventura County Office of Education (VCOE) Mental Health Services, Oak Park Unified School District (OPUSD) has been awarded a grant funded through the Ventura County Behavioral Health Department (VCBHD). The grant is a regional collaborative project titled, Incorporation of Multi-Tiered System of Support (MTSS) for social-emotional learning with mental health services in schools. Its purpose is to establish partnerships with students who are struggling by providing a vehicle for teamwork and evidence-based decision making, thus strengthening student performance before and after educational and behavioral problems increase in intensity. VCOE will provide training, coaching, and the coordination of integrated services between VCOE, VCBHD, and community agencies. OPUSD will be required to identify vulnerable, high-risk, and under-served student target populations. The project will focus on access and linkage to mental health services, early identification, and reducing the stigma and discrimination for those with mental health or seeking services and/or suicide prevention. It will utilize community-defined and/or evidence-based practices that focus on lessening disparities and barriers for unserved, underserved, and vulnerable populations, which include high-risk racial, ethnic, and diverse cultural communities. A copy of the service agreement with VCOE is attached for the Board's review.

**FISCAL IMPACT:** The grant is a three-year program, providing a total of \$136,737.00 to fund personnel to perform the duties required in the District Mental Health Services Diversity and Equity Grant.

**ALTERNATIVES:**

1. Approve the approve the agreement with VCOE Mental Health Services to fund the Diversity and Equity Grant.
2. Do not approve the agreement with VCOE Mental Health Services.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stewart McGugan, Director of Student Support and School Safety  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**December 17, 2019 Board of Education Meeting**  
**Approve the approve the agreement with VCOE Mental**  
**Health Services to fund the Diversity and Equity Grant**  
**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	_____	_____	_____	_____

## **MEMORANDUM OF UNDERSTANDING BETWEEN VENTURA COUNTY OFFICE OF EDUCATION AND OAK PARK UNIFIED SCHOOL DISTRICT**

This Memorandum of Understanding (Agreement) is made and entered into by and between **Ventura County Office of Education (hereinafter referred to as VCOE) and Oak Park Unified School District (hereinafter referred to as District)**

**PROJECT TITLE:** Incorporation of Multi-Tiered System of Support (MTSS) for Social-Emotional Learning with Mental Health Services in Schools

Agreement term: This contract will be in effect from July 1, 2019 to June 30, 2022, subject to all the terms and conditions set forth herein.

VCOE agrees to provide District training, coaching, and the coordination of integrated services between District, Ventura County Behavioral Health, and community-based agencies. VCOE will provide District ongoing technical assistance for project implementation. This shall include collaborative meetings, instruction on coordinated use of integrated student information system, evaluation and data collection, data analysis, and quarterly program monitoring.

District agrees to fund personnel to perform the duties of a District Mental Health Services Project Coordinator(s) for the implementation of the mental health services project at their school(s) as part of a Ventura County Office of Education (VCOE) Mental Health Services Partnership.

The District Mental Health Services Project Coordinator, or a designated alternate, will attend all quarterly Partnership meetings and will disseminate provided information to all participating District staff. In the event of a missed meeting, the Mental Health Services Project Coordinator will contact the VCOE Mental Health Services Coordinator to schedule time to discuss project progress and to coordinate participation in an alternative professional learning opportunity.

The District Mental Health Services Project Coordinator will ensure the District fulfills the following activities:

### **Activity 1. Perform early identification, access, and linkage to mental health services of vulnerable and high-risk mental health populations.**

The District will perform early identification of vulnerable and high-risk students through providing staff trainings on identification of these populations as well as monitoring absenteeism, expulsions, suspensions, and disciplinary incidents. Students identified as high-risk will be referred to both in-school and community-based mental health services and supports and coordination with those supports will be tracked for outcomes. The District will create a Diversity and Equity task force charged with the mission of supporting identification and support of students identified as high-risk due to cultural, racial, socio-economic, linguistic, or gender identity. The task force will identify or develop screening tool and/or processes.

**Activity 2. Provide education and training for students and school personnel (teachers, counselors, specialists, administrators, and classified support staff) to increase mental health awareness and to reduce stigma and discrimination for those with mental illness or seeking mental health services.**

The District will provide training for staff in the areas of cultural competency, cultural equity, identification of high-risk students and those with mental health needs, and awareness of gender diversity.

**Activity 3. Provide early intervention services through direct service or timely access to linkage of services.**

Early intervention services will be provided through direct mental-health counseling at the school site, referrals to community-based mental health supports, student field trips to promote cultural diversity and equity, and the development of classroom lessons and school activities to promote cultural diversity and equity.

**Activity 4. Provide multi-generational family engagement and trainings that focus around mental health awareness and reducing stigma and discrimination for those with mental illness or seeking mental health services.**

The District will provide at least 3 mental-health awareness and suicide prevention trainings for staff, a parent education event on the topic of diversity and equity, a community-based day-long event for mental health awareness and support, and one additional event per school site TBD at the site level.

**Activity 5. Participate in quarterly data collection and progress monitoring and reporting.**

The District Mental Health Services Project Coordinator will identify and train participating staff in the collection and entry of select data. The District Mental Health Services Project Coordinator will submit selected data to VCOE Mental Health Services Coordinator and participate in progress monitoring. VCOE Mental Health Service Coordinator will consult with District Coordinator to identify tracking mechanism for data collection and reporting on progress towards completion of activities. Exhibit 1. Logic Model will serve as a guide for implementation and data collection.

**Submission of data is due:**

- **December 20th**
- **March 30th**
- **May 30th**

**The following data to be collected and submitted includes:**

- Attendance/Expulsion/Suspension/Disciplinary Data
- Number of student/families referred for school-based and/or community-based mental-health services and support

- Number of student/families linked to community-based mental-health services and support
- Number of school staff trained in early identification of high-risk students; mental-health information; diversity and equity topics; and suicide risk prevention
- Pre- and Post-test data for staff training
- Number of students participating in lessons or activities on diversity and equity topics
- Number of family members receiving information regarding mental health, diversity and equity information, and/or suicide risk information
- Successes and challenges - qualitative data
- Sustainability of project and/or measures towards sustainability- qualitative data

### **Addenda**

VCOE or District may require changes in the scope of services required herein based on progress monitoring and determination of need. Such changes, which are mutually agreed upon by and between District and VCOE and will be effective when incorporated in written amendments to the Agreement.

### **Fiscal Requirement:**

District will receive \$45,579 annually for services rendered as outlined in this MOU.

District will invoice VCOE for work performed twice a year in January and June.

Payments are distributed and due as follows:

1. January 30<sup>th</sup> - District will invoice for fifty percent (50%) of monies after satisfactorily addressing project stipulations and submitting them for approval to VCOE Mental Health Services Coordinator.
2. June 10<sup>th</sup> - District will invoice for final payment of monies after satisfactorily addressing project stipulations and submitting them for approval to VCOE Mental Health Services Coordinator.

Payment of invoice will be made after work is verified and approved by VCOE Mental Health Services Coordinator. District must submit data and participate in Partnership meetings, as outlined within the MOU to receive payment. Invoices submitted after June 30, 2022 will not be paid.

District may individually contract or create agreements with outside agencies or community-based organizations to provide part of the entirety of the project to complete their activities. District is responsible for project implementation, data collection, and outcome measures.

### **Termination**

Both parties may terminate this Agreement at any time for any reason by providing 30 days written notice to either party. In the event of termination under this paragraph, District will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract.

**Default**

If District defaults in the performance of any term or condition of this contract, District must remedy that default by a satisfactory performance within 10 days after upon District written notice of the defaults. If the District fails to remedy the default with that time, then VCOE may terminate this contract without further notice.

My signature below certifies that I understand the terms and conditions of this agreement and will fully participate in the implementation of the project: Incorporating Multi-Tiered System of Support (MTSS) for Social-Emotional Learning with Mental Health Services in Schools.

Dr. Tony Knight  
Authorized District Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adam Rauch  
Authorized District Fiscal Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Lisa Cline  
VCOE Exec. Director Internal Business Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Dr. Antonio Castro  
VCOE Associate Superintendent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Project Implementation by Activity

ACTIVITIES	ACTIONS	Target # of participants	Measurement Tool	Outcome Measures	Person Responsible
<p>Activity One: Early identification, access and linkage:</p> <p>Early identification:</p> <ul style="list-style-type: none"> <li>Staff trainings on identification of at-risk students focusing on those impacted by cultural/diversity factors and the chronically absent</li> <li>District level monitoring of absenteeism, suspensions, expulsions, and disciplinary incidents</li> </ul> <p>Access:</p> <ul style="list-style-type: none"> <li>Referral to school based mental-health counseling for at-risk students</li> <li>Referral to community based mental-health and support services</li> <li>Develop partnerships with community based mental-health and support services</li> </ul> <p>Linkage:</p> <ul style="list-style-type: none"> <li>Track outcomes of referrals</li> </ul>	<ul style="list-style-type: none"> <li>Develop Diversity and Equity Task Force to identify needs district wide and at school sites. Task force to include community stake holders</li> <li>Monitor absences through SIS and District Pulse to identify students with 10%+ absenteeism</li> <li>Monitor suspensions, expulsions and disciplinary actions. Students subjected to suspension, expulsion or multiple/severe disciplinary incidents to be designated as at-risk.</li> <li>Students referred for school based counseling</li> <li>Students referred to community mental health services.</li> </ul>	<ul style="list-style-type: none"> <li>10 Participants</li> <li>225 students identified with the highest rate of chronic absence rate</li> <li>135 students needing support for at-risk factors "other needs identified" other than absences</li> <li>100 Students referred to school counselor</li> <li>25 Students referred to community based mental health services</li> </ul>	<p>Student Information System Data</p> <p>District Pulse</p> <p>Google forms for tracking of school-based mental health referrals</p> <p>Google forms for tracking of outside referrals to community based mental-health and support services</p> <p>Google forms for tracking of outcomes for outside referrals</p> <p>Tracking of staff attendance at trainings</p>	<p>Identified screening and referral process</p> <p>Attendance data</p> <p>Suspension data</p> <p>Expulsion data</p> <p>Disciplinary referral data</p> <p>Demographic data for School District</p> <p>Total number of students referred for school-based mental health services</p> <p>Total number of students/families referred for community based mental-health and support services</p> <p>Total number of students/families who have linked to community based mental-health and support services</p>	<p>Project director (district wide data)</p> <p>Project site leaders (student referrals and linkage)</p>

ACTIVITIES	ACTIONS	Target # of participants	Measurement Tool	Outcome Measures	Person Responsible
Activity Two: Education and training for school personnel (teachers, counselors, specialists, administrators, and classified support staff) to increase mental health awareness and to reduce stigma and discrimination for those with mental illness or seeking mental health services.	<p><b>Staff trainings:</b> Provide staff trainings at each school site and through on-line PD system. Topics will include:</p> <p>Mental health resources and referral process</p> <p>Cultural Competency and Equity</p> <p>Gender Diversity</p>	<ul style="list-style-type: none"> <li>300 certificated and classified staff members</li> </ul>	<p>Pre and Post course evaluations</p> <p>Sign-in sheets</p>	<p>Number of staff trained in the each of the trainings</p> <p>25% Increase in awareness and knowledge on pre to post course evaluations</p>	Project director
<p>Activity Three: Early intervention services through direct service or timely access to linkage of services.</p> <p>Identified at-risk students will be referred to school based or community based mental-health counselors</p> <p>Student education on topics of equity and diversity</p>	<p>Individual counseling provided by school based mental-health counselors</p> <p>Students referred to community-based mental health services</p> <p>Students linked to community-based mental health services</p> <p>Field trips to Museum of Tolerance and other sites focusing on equity and diversity</p> <p><u>Year One:</u> K-5 classroom lessons on character development and acceptance/diversity topics</p> <p><u>Year Two:</u> addition of 6-8 targeted lessons and/or school based activities</p>	<ul style="list-style-type: none"> <li>100 students</li> <li>25 referred students</li> <li>15 linked students</li> </ul> <p>Student education component:</p> <ul style="list-style-type: none"> <li>375 MCMS 8th grade students</li> <li>1500 students</li> <li>2500 students</li> </ul>	<p>Google form reporting on mental health counseling services</p> <p>Attendance data for dates of education components</p>	<p>Number of students referred for school-based mental health counseling services</p> <p>Number of students attending lessons and/or activities</p>	Project Site Leader

	<p>focused on Acceptance and diversity topics</p> <p><u>Year Three:</u> addition of 9-12 targeted lessons and/or school based activities focused on acceptance/diversity topics</p>	<ul style="list-style-type: none"> <li>3500 students</li> </ul>			
ACTIVITIES	ACTIONS	Target # of participants	Measurement Tool	Outcome Measures	Person Responsible
Activity Four: Provide multi-generational family engagement and trainings that focus around mental health awareness and reducing stigma and discrimination for those with mental illness or seeking mental health services	<p><b><u>Trainings:</u></b> Provide at least 3 Mental Health Awareness and Suicide Prevention Trainings</p> <p>Year One: K-5 Gender Diversity Education Parent Event; THRIVE Event for Parents and Community Members; One event per school site TBD at site level</p>	25% of families - (currently 750)	<p>Sign in at events</p> <p>Post Training Evaluation</p>	<p>Number of families in attendance</p> <p>Dates and topics/description of trainings</p>	Project Director and Project Site Leaders
Activity Five: Participate in quarterly data collection and progress monitoring and reporting	Submit data by requested timeline	N/A	Data provided as outlined in MOU	Submitted outcome measures	Project Director

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.4.c. APPROVE MEASURE S PROJECT 19-31S, RAPTOR VISITOR MANAGEMENT SYSTEM DISTRICTWIDE**

ACTION

**ISSUE:** Shall the Board approve Measure S Project 19-31S, Raptor Visitor Management System Districtwide, to be funded from the Measure S bond fund?

**BACKGROUND:** District staff and the Safety and Security Task Force is recommending the replacement of the current District visitor security badge system with the goal of increasing the effectiveness and efficiency of our system and to provide important/more accurate visitor information. As outlined in the accompanying quote from the vendor, Raptor Technologies, the Visitor Management System The Raptor® Visitor Management System screens for sex offenders, alerts staff of custody violations, and provides districtwide reporting for all visitors. Additionally, it offers an emergency panic button that allows personnel to instantly alert a customized list of school officials. The Emergency Management part of the system provides digital capabilities to manage and perform parent-student reunification, safety drills, and active incident management. Raptor is the only school safety technology provider that offers fully integrated Visitor and Emergency systems. A top priority of the District and Measure S Committee is including Measure S projects that improve student and staff safety, which supports the recommendation to purchase this system using Measure S bond funds.

**FISCAL IMPACT:** The Raptor® Visitor Management System implementation plan at all five campuses includes a 5-year contract with Raptor Technologies to be paid out of the Measure S funds in the amount of \$45,710.00. The General Fund will incur the yearly maintenance cost after the initial implementation.

**ALTERNATIVES:**

1. Approve the Measure S Project 19-31S, Raptor Visitor Management System Districtwide, to be funded from the Measure S bond fund.
2. Do not approve the Raptor Visitor Management System.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stewart McGugan, Director of Student Support and School Safety  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**December 17, 2019 Board of Education Meeting**  
**Approve the Measure S Project 19-31S, Raptor Visitor**  
**Management System Districtwide, to be funded from the Measure S bond fund**  
**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	_____	_____	_____	_____

Opportunity Owner Will Sharry  
Quote Number 201911-30262  
Created Date 12/11/2019  
Expiration Date 12/31/2019

Account Name Oak Park Unified School District

Billing Address 5801 East Conifer St.  
Oak Park, CA 91377  
United States

Product	Product Description	Sales Price	Quantity	Total Price
CR5400 ID Scanner	ID scanner for state issued identification cards -- 2 year limited warranty.	\$495.00	5.00	\$2,475.00
Database Activation Fee	One-time fee for provisioning and activating database storage (per location).	\$350.00	5.00	\$1,750.00
Dymo 450 Turbo Label Printer	Printer for either visitor badges or student tardy passes -- 2 year limited warranty	\$139.00	5.00	\$695.00
Raptor Link Annual Access Fee	Annual Fee Per Building For Student Information System Integration.	\$0.00	25.00	\$0.00
Raptor Visitor Badges (White) Box	Raptor visitor badges (4 rolls/300 badges per roll). Quality guaranteed for one (1) year after purchase date.	\$50.00	5.00	\$250.00
Remote Installation and Training Fee	Remote web- and phone-based installation and training (per location).	\$125.00	5.00	\$625.00
Shipping and Handling Fee	Required on all new orders.	\$26.00	5.00	\$130.00
Visitor Management Annual Access Fee	One (1) year Annual Software Access Fee (per location). Renewal fee is due on the anniversary month of purchase. Raptor Alert Monitoring service and technical support is included.	\$540.00	25.00	\$13,500.00
Emergency Management Implementation & Training	Implementation and Training for Emergency Management	\$5,915.00	1.00	\$5,915.00
Implementation & Training Discount	Discount on Implementation and Training	(\$125.00)	5.00	(\$625.00)
Emergency Management Annual Access Fee	One (1) year Emergency Management Annual Software Access Fee (per location). Renewal Fee is due on the anniversary month of purchase. Raptor technical support is included.	\$1,000.00	25.00	\$25,000.00
Current Customer Discount	Discount for existing subscription to Raptor Visitor Management.	(\$240.00)	25.00	(\$6,000.00)
2D Barcode Reader	2D barcode reader for kiosk station.	\$260.00	5.00	\$1,300.00
Dymo 450 Turbo Label Printer	Printer for either visitor badges or student tardy passes -- 2 year limited warranty	\$139.00	5.00	\$695.00

SUBMIT PO's: To purchase, send purchase order to [wsharry@raptortech.com](mailto:wsharry@raptortech.com) or fax to 713-880-2577.

**NOT PAYING WITH A PURCHASE ORDER?**  
**REMIT CHECK PAYMENTS TO:**  
Dept. 141 :: P.O. Box 4458 :: Houston, TX :: 77210-4458  
For any other questions, email [accounting@raptortech.com](mailto:accounting@raptortech.com)

To order additional or replacement equipment and supplies with a credit card, visit [www.shop.raptortech.com](http://www.shop.raptortech.com)

#### TERMS AND CONDITIONS:

1. Only hardware and supplies purchased through Raptor Technologies, LLC are approved for use with the Raptor System. Use of any hardware or supplies not approved by Raptor Technologies may void all warranties and guarantees.
2. Restocking fee of 25% of purchase price will apply to all returns. Shipping/handling fees are non-refundable.
3. All purchases from Raptor are subject to the terms and conditions of the Raptor Subscription Agreement, which can be found at <https://www.raptortech.com/agreement>



Protect Every Child, Every School, Every Day  
Federal Tax ID #45-4914152  
GSA: GS-07F-127BA  
Buyboard: 579-19

Opportunity Owner	Will Sharry
Quote Number	201911-30262
Created Date	12/11/2019
Expiration Date	12/31/2019

Grand Total	\$45,710.00
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SUBMIT PO's: To purchase, send purchase order to [wsharry@raptortech.com](mailto:wsharry@raptortech.com) or fax to 713-880-2577.

**NOT PAYING WITH A PURCHASE ORDER?**

**REMIT CHECK PAYMENTS TO:**

Dept. 141 :: P.O. Box 4458 :: Houston, TX :: 77210-4458

For any other questions, email [accounting@raptortech.com](mailto:accounting@raptortech.com)

To order additional or replacement equipment and supplies with a credit card, visit [www.shop.raptortech.com](http://www.shop.raptortech.com)

**TERMS AND CONDITIONS:**

1. Only hardware and supplies purchased through Raptor Technologies, LLC are approved for use with the Raptor System. Use of any hardware or supplies not approved by Raptor Technologies may void all warranties and guarantees.
2. Restocking fee of 25% of purchase price will apply to all returns. Shipping/handling fees are non-refundable.
3. All purchases from Raptor are subject to the terms and conditions of the Raptor Subscription Agreement, which can be found at <https://www.raptortech.com/agreement>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.4.d. APPROVE FISCAL YEAR 2019-20 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS**

ACTION

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

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

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

Staff is recommending a positive certification.

The OPUSD 2019-20 First Interim Financial Report is available on the District's website and may also be accessed at the following link: <http://bit.ly/2P7tfAo>

**FISCAL IMPACT:** None

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



**December 17, 2019 Board of Education Meeting**  
**Approve Fiscal Year 2019-20 First Interim Financial Report,**  
**Certification And Budget Revisions**  
**Page 2**

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.4.e. APPROVE AWARD OF CONTRACT FOR MEASURE S PROJECT 18-21S, CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

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**ACTION**

**ISSUE:** Shall the Board approve award of contract for Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School to be funded from the Measure S bond fund?

**BACKGROUND:** The Board is respectfully requested to approve award of contract Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School in the amount of \$1,032,267.57 through Crate Modular for the fabrication of the modular classrooms and \$2,932,430 through SBS Corporation as the lowest responsive and responsible bidders for the installation of the modular classrooms. With a 10% contingency included, the new budget for the full scope of this project is proposed to be \$5,294,776. The District's Measure S Master Plan also included a 10% contingency and held a total budget of \$4,964,569 for this project, meaning our new projected budget is \$330,207 over the Master Plan budget.

The project consists of installing six (6) pre-manufactured metal modular classroom buildings and two (2) restroom buildings. The scope of work includes excavation & grading, underground utilities, building and site foundations, receiving modular building units, offloading/craning, setting, structural connections to foundation, structural connections between modular units, utility connections between modular units, completing the interior and exterior finishes of the modular buildings, installing on site all specified windows and aluminum storefront systems, door hardware, all site flatwork and paving, fencing, utilities, irrigation, landscaping and site furnishings.

Each modular classroom is assembled by connecting three 8'-0" wide x 40'-0" long sea cargo containers together set on concrete foundations. The restroom buildings are individual sea transportation containers in 40'-0" and 20'-0" lengths.

**FISCAL IMPACT:** The proposed project expected to total \$5,294,776 includes a 10% contingency and will be funded from the Measure S bond fund. The project exceeds the Measure S Master Plan budget of \$4,964,569 by \$330,207.

**ALTERNATIVES:**

1. Approve award of Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School budget for \$5,294,776 to be funded from the Measure S bond fund.
2. Do not authorize this project.

**RECOMMENDATION:** Alternative No. 1

**December 17, 2019 Board of Education Meeting**  
**Approve award of contract for Measure S Project 18-21S,**  
**Classroom Replacement at Medea Creek Middle School**  
**Page 2**

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**SECTION 00210**

**BID FORM**

**(Must be submitted with bid)**

TO: OAK PARK UNIFIED SCHOOL DISTRICT, a political subdivision of the State of California ("District"), acting by and through its Board of Trustees ("Board"), 5801 Conifer Street, Oak Park, Ca. 91377

FROM: Crate Modular, Inc.  
*(Name of Bidder as listed on License)*  
3025 E. Dominguez St.  
*(Address)*  
Carson, CA 90810  
*(City, State, Zip Code)*  
310-863-8268 310-237-6642  
*(Telephone)* *(FAX)*  
Lisa Sharpe, President  
*(Name(s) of Bidder's Authorized Representative(s) & Title)*

**1. Bid.**

**1.1 Bid Amount.** Pursuant to and in compliance with the Notice to Contractors Calling for Bids, the Instructions for Bidders and the other documents relating thereto, the undersigned bidder having reviewed the Instructions for Bidders and all other Contract Documents<sup>1</sup> and upon compliance with all requirements therein with reference to the submittal of this bid, hereby proposes and agrees to perform the Contract including, without limitation, all of its component parts; to perform everything required to be performed; to provide and furnish any and all of the labor, materials, tools, equipment, applicable taxes, and services necessary to perform the Contract and complete in a workmanlike manner all of the Work required for the Project described as:

**Medea Creek Middle School Modular Classrooms (Modular Building Manufacturer)  
Project # 18-21S**

**1.1** In accordance with the Contract Documents for the sum of:

One Million Thirty-Two Thousand Two Hundred Sixty Seven and Fifty Seven Cents

*(Amount in Words)*

Dollars \$ 1,032,267.67

*(In Numbers)*

The undersigned bidder agrees to achieve Complete the Manufacture of the Buildings within the Contract Time set forth in the Contract Documents.

<sup>1</sup> Capitalized terms used herein shall have the same meanings as those set forth in the General Conditions, Section 700, unless otherwise defined herein.

**1.2 Alternate Bid Items Proposal.** Bidders must provide a proposal price for each additive or deductive alternate bid item set forth herein; failure to do so will result in rejection of the bid proposal for non-responsiveness. After the public opening and reading of the bids, the District will in its sole and exclusive discretion select all, some or none of the additive or deductive alternate bid items for inclusion in the Contract awarded hereunder. The foregoing notwithstanding, if the District elects to include some, but not all of the alternate bid items in the Contract to be awarded hereunder, the selection of such alternate bid items will be by priority, as follows:

Alternates are listed from the highest to lowest priority based on their numerical orders.

**Add/Alternate Bid No. 1: None**

**1.3 Acknowledgment of Bid Addenda.** In submitting this bid, the undersigned bidder acknowledges receipt of all bid addenda issued by or on behalf of the District, as set forth below. The bidder confirms that this bid incorporates and is inclusive of, all items or other matters contained in bid addenda.

Addenda No. 1, dated 11/22/2019 through No. 2, dated 11/27/2019, received, acknowledged and incorporated into this bid.

**1.4 Alternate Bid Items.** The bidder's price proposal(s) for alternate bid items is/are set forth in the form of alternate bid item proposal included herewith. The bidder acknowledges that, in accordance with the Instruction for Bidders, the Contract for the Work may be awarded in the District's sole discretion with or without some, all or none of the alternate bid items being incorporated into the scope of the Contract awarded. The bidder further acknowledges that the District's selection of alternate bid items, if any, for inclusion in the Contract awarded will be in accordance with the Instructions for Bidders.

**2. Rejection of Bid; Holding Open of Bid.** It is understood that the District reserves the right to reject this bid and that this bid shall remain open and not be withdrawn for the period of time specified in the Call for Bids, except as provided by law.

**3. Documents Comprising Bid.** The undersigned bidder has submitted as its bid the following:

1. 00210 Bid Form
2. 00220 Non-Collusion Affidavit
3. 00230 Contractor's Statement of Experience
4. 00240 Acknowledgment of Bidding Practices Regarding Indemnity

The bidder acknowledges that if this bid is not fully in compliance with applicable requirements set forth in the Call for Bids, the Instructions for Bidders and in each of the foregoing documents, the bid may be rejected as non-responsive.

**4. Award of Contract.** It is understood and agreed that if written notice of the acceptance of this bid and award of the Contract thereon is mailed, telegraphed or delivered by the District to the undersigned after the opening of bids and within the time this bid is required to remain open or at any time thereafter before this bid is withdrawn, the undersigned will execute and deliver to the District the Agreement in the form attached hereto in accordance with the Bid

as accepted within ten (10) calendar days after notification of acceptance and award. Concurrently with delivery of the executed Agreement to the District, the bidder awarded the Contract shall deliver to the District: (a) certificates of insurance evidencing all insurance coverage required under the Contract Documents; (b) the performance bond; (c) the labor and material payment bond; (d) the Certificate of Workers' Compensation Insurance; and (e) the drug-free workplace certificate. The Work under the Contract Documents shall be commenced by the undersigned bidder, if awarded the Contract, on the date stated in the District's Notice to Proceed issued pursuant to the Contract Documents and completion of the Work shall be achieved within the Contract Time specified in the Contract Documents.

5. **Notices.** All notices or other correspondence shall be addressed to the District and the bidder at their respective addresses set forth herein. Notices shall be effective only if in writing and in conformity with the requirements for service of notices set forth in the Contract Documents.
6. **Confirmation of Figures.** By submitting this bid, the bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned bidder in preparing and submitting this bid.
7. **Acknowledgment and Confirmation.** The undersigned bidder acknowledges its receipt, review and understanding of the Drawings, the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned bidder certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing, performing and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned bidder certifies that it has, or as available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount bid herein within the Contract Time and in accordance with the Contract Documents.

(Corporate Seal)

  
\_\_\_\_\_  
Signature of Bidder's Authorized Representative

Lisa Sharpe

\_\_\_\_\_  
Typed or Printed Name

President

\_\_\_\_\_  
Title

[lisa@cratemodular.com](mailto:lisa@cratemodular.com)

\_\_\_\_\_  
E-mail Address of Bidder's Authorized Representative

N/A

\_\_\_\_\_  
Department Of Industrial Relations Registration Number

December 2nd, 2019

\_\_\_\_\_  
Date

Line Item	Quantity	SF	Structure Price	Other Price	Total Price
<b>Structure Purchase Price:</b>					
Classroom 960 SF (24'x40')	6	960	\$ 145,248.00	\$ -	\$ 871,488.00
<i>Credits for (1) door and (2) windows</i>	6				\$ (23,118.00)
<i>(3) added floor outlets</i>	6			\$ 620.00	\$ 3,720.00
<i>Backing for Sink and Cabinet</i>	6	0	\$ -	\$ 125.00	\$ 750.00
<i>Rough opening prep storefront and bj</i>	6	0			incl.
Solar Glazing	6			\$ 1,600.00	\$ 9,600.00
<i>Upgrade to carpet tile</i>	6	861		\$ 1.29	\$ 6,664.14
Restroom 320 SF (8'x40')	1	320	\$ 73,086.42	\$ -	\$ 73,086.42
Staff Restroom/Custodial	1	160	\$ 31,830.40		\$ 31,830.40
<b>Structure Purchase Price Subtotal</b>					<b>\$ 974,020.96</b>
Sales Tax (2.9%)					\$ 28,246.61
<b>Structure Purchase Price</b>		<b>2,301</b>	<b>\$ 250,164.82</b>	<b>\$ 2,346.29</b>	<b>\$ 1,002,267.57</b>
<b>Delivery</b>	<b>20</b>			<b>\$ 1,500.00</b>	<b>\$ 30,000.00</b>
<b>Total Delivery</b>	<b>=</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>
<b>Total Purchase Price</b>					<b>\$ 1,032,267.57</b>

## Project: 18-21S Medea Creek Middle School Modular Classrooms

12/11/2019

A		B		C		D		E	
Code		Category - Item							
Funding Sources									
Fund Code		Description		Preliminary Budget		As Bid Budget		Delta	
Total Funding Sources				\$	4,964,569	\$	5,331,052	\$	366,483
State	State			\$	-	\$	-		
350	State Grant Fund			\$	-	\$	-		
Local	Local			\$	4,964,569	\$	5,331,052		
010	General Fund			\$	-	\$	-		
140	Deferred Maintenance			\$	-	\$	-		
211	Bond Fund			\$	4,964,569	\$	5,331,052		
250	Capital Facilities			\$	-	\$	-		
400	Special Reserve			\$	-	\$	-		
Expenditures									
Object Code		Description		Preliminary Budget		As Bid Budget		Delta	
Total Expenditures				\$	4,964,569	\$	5,331,052	\$	366,483
A	Site Costs			\$	46,650	\$	46,650	\$	-
6170	Site Improvement			\$	-	\$	-		
6174	Surveying Costs			\$	40,000	\$	40,000		
6175	Site Inspections			\$	-	\$	-		
6176	Site Testing			\$	6,650	\$	6,650		
6179	Main Construction - Site			\$	-	\$	-		
6235	Hazardous Waste Studies & Remediation			\$	-	\$	-		
B	Planning Costs			\$	429,534	\$	429,534	\$	-
6240	Preliminary Tests			\$	-	\$	-		
6250	Architect/Engineering Fees			\$	355,000	\$	355,000		
6251	DSA Fees			\$	73,022	\$	73,022		
6251	CDE Fees			\$	-	\$	-		
6256	Contracted Services			\$	-	\$	-		
6258	Legal Fees			\$	-	\$	-		
6259	Other Costs - Planning			\$	1,512	\$	1,512		
6266	Bond Admin. Salaries			\$	-	\$	-		
C	Construction Costs			\$	3,683,646	\$	4,121,578	\$	437,932
6209	Main Construction Contractor			\$	3,273,949	\$	-		
6209	5% Escalation on Main Construction Contractor Cost			\$	163,697	\$	-		
6209	AS BID SITE GENERAL CONTRACTOR - SBS (includes 4 additive alternates) - 12-9-19			\$	-	\$	2,932,430		
6209	AS BID MODULAR BUILDING MFR. - CRATE - 12-3-19			\$	-	\$	1,032,268		
6272	Construction Mgmt Fees			\$	246,000	\$	156,880		
6274	Other Costs - Construction			\$	-	\$	-		
6276	Interim Housing			\$	-	\$	-		
D	Construction Testing Costs			\$	-	\$	36,276	\$	36,276
6280	Construction Tests			\$	-	\$	-		
6280	NV5 (Special Tests and Inspections) - 12-10-19					\$ 36,276			
E	Construction Inspection Costs			\$	260,000	\$	83,200	\$	(176,800)
6290	Construction Inspection			\$	260,000				
6290	KENCO INSPECTION SERVICES- 12-10-19					\$ 83,200			
F	Furniture & Equipment Costs			\$	217,344	\$	217,344	\$	-
4300	Materials & Supplies			\$	-	\$	-		
4410	Non-Capitalized Equipment			\$	-	\$	-		
6300	Books & Media for New Libraries			\$	-	\$	-		
6400	Capitalized Equipment			\$	217,344	\$	217,344		
6500	Replacement Equipment			\$	-	\$	-		
G	Project Contingency			\$	327,395	\$	396,470	\$	69,075
6299	Project Contingency 10%			\$	327,395	\$	396,470		
Description				Preliminary Budget		As Bid Budget		Delta	
Subtotal Soft Costs				\$	1,199,528	\$	933,608	\$	(265,920)
Subtotal Hard Construction Costs				\$	3,437,646	\$	3,964,698	\$	527,052
Total Soft and Hard Costs				\$	4,637,174	\$	4,898,306	\$	261,132
Project Contingency 10%				\$	327,395	\$	396,470	\$	69,075
Total Soft, Hard Costs and Contingency				\$	4,964,569	\$	5,294,776	\$	330,207



**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** DECEMBER 17, 2019  
**SUBJECT:** A.4.f. APPROVE AWARD OF CONTRACT FOR MEASURE S PROJECT 19-24S INSTALLATION OF ADDITIONAL SECURITY CAMERAS DISTRICTWIDE PHASE 4

ACTION

**ISSUE:** Shall the Board approve the award of equipment installation contract for Measure S Project 19-24S Installation of Additional Security Cameras Districtwide Phase 4?

**BACKGROUND:** The District has contracted with Blue Violet Networks, the local Avigilon Security Camera Reseller since July 2014 to purchase and install our security camera system. This has been done in three phases thus far:

PHASE 1 (2014): \$267,029.57

PHASE 2 (2015): \$130,085.00

PHASE 3 (2017): \$217,228.95

Additionally, Blue Violet Networks currently maintains and updates our security camera infrastructure and perform repairs when needed under a maintenance contract/extended warranty.

Since Phase 3, security gates have been installed at several sites necessitating a reconfiguration of the cameras in order to cover the new entry gates. Additionally, site principals have pointed out blind spots at various sites that need coverage to reduce questionable behaviors on certain parts of each campus. The current proposal for phase 4 will add an additional 11 new cameras while repurposing three of the older cameras into new locations.

Project 19-24S scope includes the expansion in the number and quality of security cameras and upgrade of network hardware at school site. The proposed project budget, including all materials and installation is estimated at \$38,028.96. With the Board's authorization, it is anticipated the installation will occur over the 2019 winter break.

**FISCAL IMPACT:** This equipment and installation project totaling \$38,028.96 is included in the Measure S Master Plan.

**ALTERNATIVES:**

1. Approve the award of equipment and installation contract for Measure S Project 19-24S, Security Camera Update to Blue Violet Networks, in the amount of \$38,028.96.
2. Do not approve agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enoch Kwok, Director, Informational Technologies  
Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations  
Adam Rauch, Assistant Superintendent, Business Services

**December 17, 2019 Board of Education Meeting**  
**Approve the award of equipment installation contract for Measure**  
**S Project 19-24S Installation of Additional Security Cameras Districtwide Phase 4**  
**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	_____	_____	_____	_____



# Quote

Date: 11/1/2019

Expiration Date: 12/1/2019

TO: Enoch Kwok  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377  
(818) 735-3201  
[ekwok@opusd.org](mailto:ekwok@opusd.org)

Site Location:  
1002 Doubletree Road  
Oak Park, CA 91377

**CMAS Contract 3-17-84-0052B was used for pricing.**

Salesperson	Job Location or Description	Payment Terms
Nick Allard	Media Creek Middle School - Cam Adds & Moves Rev 3 CMAS	50% Down & 50% Completion

## Scope of Work

BVN will provide and install the equipment listed below. Total number of new cameras is 7. Bldg A Corner will be a replacement Bullet (504) to view Parking lot. Relocate existing bullet cam to corner of girls locker room. Cam 526 to be relocated to corner. Replace cam 516 with 8MP 180. Cam 525 Relocate 10'. Cam 529 Relocate onto the eve. Remove cam 526 and replace with 8MP 180. Relocate H3 Bullet to view courtyard corner. Cam 109 replace with 8MP 180. Add new 8MP 180 in courtyard. Install (2) new dome cameras to view lunch areas. Camera #610 to be replaced with 5MP 180 degree dome at High School.

Qty	Manufacturer	Part Number	Description	Unit Price	Qty Total
<b>Licenses</b>					
3.00	AVIGILON	1C-ACC6-ENT	ACC6 Enterprise Lic for 1 Cam	\$ 256.52	\$ 769.57
1.00	AVIGILON	4C-ACC6-ENT	ACC 6 Enterprise license for up to 4 camera channels	\$ 884.43	\$ 884.43
<b>Cameras</b>					
4.00	AVIGILON	24C-H4A-3MH-180	3x 8 MP, WDR, LightCatcher 5.2mm, Camera Only	\$ 1,608.06	\$ 6,432.24
1.00	AVIGILON	15C-H4A-3MH-180	3x 5 MP, WDR, LightCatcher, 4mm, Camera Only (High School Camera)	\$ 1,378.34	\$ 1,378.34
5.00	AVIGILON	H4AMH-AD-PEND1	Outdoor pendant mount adapter	\$ 122.52	\$ 612.59
5.00	AVIGILON	IRPTZ-MNT-WALL1	Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4IRPTZ	\$ 72.75	\$ 363.73
5.00	AVIGILON	H4AMH-DO-COVER1	Dome bubble and cover, for outdoor surface mount or pendant mount, clear.	\$ 122.52	\$ 612.59
5.00	AVIGILON	H4AMH-AD-IRIL1	Optional IR illuminator	\$ 252.70	\$ 1,263.48
5.00	AVIGILON	POE-INJ2-60W-NA	Indoor single port Gigabit PoE++ 60W, North American power cord included.	\$ 114.86	\$ 574.31
2.00	AVIGILON	3.0C-H4A-DO1-IR-B	3.0 Megapixel WDR, LightCatcher, Day/Night, Outdoor Dome, 3-9mm f/1.3 P-iris lens, Integrated IR, Self-Learning Video An	\$ 792.54	\$ 1,585.09
1.00	AVIGILON	MNT-PEND-WALL	Compact wall bracket for use with H3PTZ-DP and H3-DP Pendant Dome Cameras	\$ 68.92	\$ 68.92
1.00	AVIGILON	MNT-AD-CORNER	Corner mount adapter for use with MNT-PEND-WALL, H3-BO-JB or HD Bullet Camera	\$ 68.92	\$ 68.92
<b>Miscellaneous Product</b>					
7.00	MISC	BVN	Mounting Hardware, Misc. Cables.	\$ 300.00	\$ 2,100.00
<b>Labor</b>					
1.00	BVN	Labor	Labor to configure and install:	\$ 6,750.00	\$ 6,750.00

This is a quotation on the goods named, subject to the conditions below

\* Software has no annual fees and no limit of client connections to server

This quote comes with a standard 1 year maintenance and service

Blue Violet Networks Technical Service Team will assist with further instructions upon request.

To accept this quotation, sign below and return to your Blue Violet Sales Person

Sign: \_\_\_\_\_

Subtotal	\$	16,714.21
Sales Tax @ 7.25%	\$	1,211.78
Installation	\$	6,750.00
Rental	\$	-
Shipping	\$	227.47
<b>Total</b>	<b>\$</b>	<b>24,903.46</b>



# Quote

Date: 11/1/2019

Expiration Date: 12/1/2019

To: Enoch Kwok  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377  
(818) 735-3201

Site Location:  
165 Satinwood Ave  
Oak Park, CA 91377

[ekwok@opusd.org](mailto:ekwok@opusd.org)

**CMAS Contract 3-17-84-0052B was used for pricing.**

Salesperson	Job Location or Description	Payment Terms
Nick Allard	Brookside Elementary School - Cam Adds & Moves Rev 3 CMAS	50% Down & 50% Completion

## Scope of Work

BNV Will provide and install the equipment listed below. Total new cameras is 5. Replace cameras #201, #202 and #208 with 5MP 270 Panoramics. Replace existing bullet camera #207 with a 5MP bullet zoomed on the playground. Existing cable is in place. Bullet Camera #207 will be relocated to Oak Park Valley High School room #103 to view the back end of the bathroom.

Qty	Manufacturer	Part Number	Description	Unit Price	Qty Total
<b>Camera Licenses</b>					
1.00	AVIGILON	4C-ACC6-ENT	ACC 6 Enterprise license for up to 4 camera channels	\$ 884.43	\$ 884.43
<b>Cameras</b>					
3.00	AVIGILON	15C-H4A-3MH-270	3x5 MP, WDR, LightCatcher™ 2.8mm, Camera Only	\$ 1,378.34	\$ 4,135.01
3.00	AVIGILON	H4AMH-AD-PEND1	Outdoor pendant mount adapter	\$ 122.52	\$ 367.56
3.00	AVIGILON	IRPTZ-MNT-WALL1	Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4IRPTZ	\$ 72.75	\$ 218.24
3.00	AVIGILON	H4-MT-CRNR1	Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL, H4F and H4 PTZ cameras.	\$ 68.92	\$ 206.75
3.00	AVIGILON	H4AMH-DO-COVER1	Dome Bubble and Cover	\$ 122.52	\$ 367.56
3.00	AVIGILON	H4AMH-AD-IRIL1	Optional IR illuminator	\$ 252.70	\$ 758.09
3.00	AVIGILON	POE-INJ2-60W-NA	Indoor single port Gigabit PoE++ 60W, North American power cord included.	\$ 114.86	\$ 344.58
1.00	AVIGILON	5.0L-H4A-BO2-IR-B	5.0 Megapixel, LightCatcher, 9-22mm f/1.6 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$ 915.06	\$ 915.06
1.00	AVIGILON	H4-BO-JBOX1	Junction box for the H4A HD Bullet, H4SL HD Bullet	\$ 68.92	\$ 68.92
<b>Miscellaneous Product</b>					
4.00	MISC	BNV	Mounting Hardware, Misc. Cables.	\$ 250.00	\$ 1,000.00
<b>Labor</b>					
1.00	BNV	Labor	Labor to configure and install:	\$ 3,000.00	\$ 3,000.00

This is a quotation on the goods named, subject to the conditions below

\* Software has no annual fees and no limit of client connections to server

This quote comes with a standard 1 year maintenance and service

Blue Violet Networks Technical Service Team will assist with further instructions upon request.

To accept this quotation, sign below and return to your Blue Violet Sales Person

Sign: \_\_\_\_\_

Subtotal	\$ 9,266.20
Sales Tax @ 7.25%	\$ 671.80
Installation	\$ 3,000.00
Rental	\$ -
Shipping	\$ 187.50
<b>Total</b>	<b>\$ 13,125.50</b>

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.4.g. RATIFY AWARD OF CONTRACTS FOR MEASURE S PROJECT 19-26S, RENOVATE BUILDING EXTERIORS AT OAK VIEW HIGH SCHOOL**

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**ACTION**

**ISSUE:** Shall the Board ratify award of contracts for Measure S Project 19-26S, Renovate Building Exteriors at Oak View High School to be funded from the Measure S bond fund?

**BACKGROUND:** The exterior siding of Oak View High School is failing and requires replacement. Instead of removing and replacing the wood like for like, we are opting for a sturdier, more water resistant, and longer lasting material (HardiePanel Siding) to secure the outside of the buildings. This same material was successfully used to renovate the exterior of the classrooms at Oak Park Independent School.

At the November 19, 2019 Board Meeting, the Board authorized The Superintendent to award Measure S Project 19-26S, Renovate Building Exteriors at Oak View High School with a value not-to-exceed \$175,000. Bond Program Staff hosted a job walk for this project, and four vendors submitted bids. We are recommending Omega Construction complete this project as the lowest responsive and responsible bidder. The work will be done during our desired winter break timeframe (December 21, 2019 through January 6, 2020). Additionally, there is some pre-work required for this project including removing all electrical components on the exterior of the buildings to allow Omega to complete the exterior renovation work. Upon Omega's completion of the exterior work, all electrical components on the exterior of the buildings will need to be reattached. Thousand Oak Electric can perform this work at a cost of \$17,845.

**FISCAL IMPACT:** The proposed project valued at \$142,100 from Omega and \$17,845 from Thousand Oaks Electric (totaling \$159,945) will be funded from the Measure S bond fund and is below the not-to-exceed value of \$175,000 approved by the Board on November 19, 2019.

**ALTERNATIVES:**

1. Ratify Award of Contracts for the Measure S Project 19-26S, Renovate Building Exteriors for \$142,100 to be funded from the Measure S bond fund.
2. Do not authorize this project.

**RECOMMENDATION:** Alternative No. 1

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

**December 17, 2019 Board of Education Meeting**  
**Ratify award of contract for Measure S Project 19-26S, Renovate Building**  
**Exteriors at Oak View High School to be funded from the Measure S bond fund**  
**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	_____	_____	_____	_____



## **SCOPE OF WORK (CUPCCAA PROJECT)**

**SCHOOL DISTRICT:** Oak Park Unified School District

**PROJECT:** Renovate Building Exteriors at Oak View High School

**PROJECT NO.:** 19-26S

### **SCOPE:**

#### ***Administrative Building, Classroom 101, 102, 103, and 104 (5 portable units):***

- Remove gutters and down spouts
- Remove 2x12 bottom trim ribbon and prep for Hardie Board siding
- Cut around bottom of building 24" high and inspect framing, cover with plywood, drill or cut holes at top (6" from top wall) and bottom (12" above floor) between each stud bay for common venting, wrap with Tyvek, and overlay with Hardie Board siding
- Remove and replace damaged areas of exterior siding, trim, and overlay above the 24" cut, wrap with Tyvek, and overlay with Hardie Board siding
- Caulk and seal seams and prep for paint
- Paint exterior buildings (paint color number to be provided by District; material and labor to be provided by contractor)
- Reinstall gutters and down spouts

#### ***Classroom 101 Add-on:***

- Remove and replace steel door, frame, and door closer

#### ***Courtyard***

- Remove wood seating on two built-in benches and replace with Trex

#### ***Note:***

- Any dry rot or contaminated insulation found to be shown to District and addressed with change order
- District to disconnect and reconnect electrical boxes, conduit, panels, and other utilities on exterior as needed for work
- District to provide paint color to match existing areas; contractor to provide paint materials and complete painting work
- Bid should reflect completing the work during the District's Winter Break timeframe of Saturday, December 21, 2019 through Monday, January 6, 2020
- Bid should include 100% payment bond and 100% performance bond

**OMEGA CONSTRUCTION CO INC.  
GENERAL BUILDING AND PAINTING CONTRACTORS  
P.O. BOX 7038 NORTHRIDGE CA 91327  
PH (818) 364-9421 FAX (818) 364-9422**

**LICENSE B, C33 # 464910**

November 26, 2019

Oak Park USD

Project: Renovate Building Exteriors at Oak View High School

Project No: 19-26S

All work as listed in scope of work provided by District per Project #19-2S.

Administrative Building classroom 101, 102, 103, 104, (5 Portable Units)  
**TOTAL \$ 132,000.00**

Add on: Classroom 101 **TOTAL \$ 5,600.00**

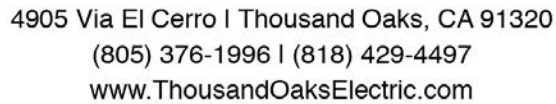
Courtyard **TOTAL \$ 4,500.00**

**TOTAL: \$142,100.00**

Thank you  
Marina Saroukos, President







Name/Address
Brendain Callahan Oak Park Unified School District 5801 E. Conifer St. Oak Park, CA 91377

Oak Park School District

Date	Estimate No.
12/10/19	1516

Item	Description	Quantity	Cost	Total
service	Relocate conduit as needed for power and communications on (5) modular building exteriors for installation of new siding. ( existing main communication j- boxes on each building to remain as is, new exterior finish to be installed around j-boxes )		17,845.00	17,845.00

	Total	\$17,845.00
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**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.4.h. APPROVE AMENDMENT TO AGREEMENT FOR  
PROGRAM/CONSTRUCTION MANAGEMENT SERVICES WITH  
BALFOUR BEATTY CONSTRUCTION, INC.**

ACTION

**ISSUE:** Shall the Board approve amendment 10 to the agreement with Balfour Beatty Construction, Inc. (BBC) for program/construction management services in connection with Measure S facilities construction projects?

**BACKGROUND:** At its meeting on May 20, 2009, the Board entered into an agreement with BBC for program and construction management (PM/CM) services in connection with Measure R and State Modernization Program projects. Based on the success of the resulting facility program, the BBC contract has been extended annually in each subsequent year, most recently when the Board approved Amendment 9 in December 2018.

District Staff recommends the Board's approval of Amendment 10, extending the contract for one year to December 31, 2020. We anticipate the level of direct support to be lower, as District Bond Program Staff has increased oversight of Measure S projects. BBC services will be utilized and billed on an as needed hourly basis, specifically for the Medea Creek Middle School Modular project. The proposed amendment follows for the Board's review.

**FISCAL IMPACT:** The cost of BBC services will be funded from the Measure S bond fund. The level of support is expected to be significantly lower than in past years.

**ALTERNATIVES:**

1. Approve Amendment 10 to the agreement with BBC, Inc. for program and construction management services.
2. Do not authorize this amendment to the agreement.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**BOARD MEETING, DECEMBER 17, 2019**

**Approve amendment 10 to the agreement with BBC for program/construction management services in connection with Measure S facilities construction projects**

**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	_____	_____	_____	_____

**AMENDMENT NO. 10  
TO AGREEMENT FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES**

**I. RECITALS**

- A. Whereas on or about May 20, 2009, Oak Park Unified School District ("District") and Barnhart Inc. (a Heery International Company) ("Barnhart") entered into an Agreement for Program/Construction Management Services ("Agreement") related to Measure "R" Facilities Construction Bond Program;
- B. Whereas the term of the Agreement was for one year;
- C. Whereas Article 4 of the Agreement provides that the Agreement may be extended by way of written amendment to the Agreement;
- D. Whereas the District and Barnhart entered into Amendment No. 1 to extend the term of the Agreement through December 31, 2011.
- E. Whereas the District and Barnhart entered into Amendment No. 2 to extend the term of the Agreement through December 31, 2012.
- F. Whereas the District and Barnhart entered into Amendment No. 3 to extend the term of the Agreement through December 31, 2013.
- G. Whereas the District and Barnhart entered into Amendment No. 4 to extend the term of the Agreement through December 31, 2014.
- H. Whereas the District and Barnhart entered into Amendment No. 5 to extend the term of the Agreement through December 31, 2015.
- I. Whereas the District and Barnhart entered into Amendment No. 6 to extend the term of the Agreement through December 31, 2016.
- J. Whereas the District and Barnhart entered into Amendment No. 7 to extend the term of the Agreement through December 31, 2017.
- K. Whereas the District and Barnhart entered into Amendment No. 8 to extend the term of the Agreement through December 31, 2018.
- L. Whereas the District and Barnhart entered into Amendment No. 9 to extend the term of the Agreement through December 31, 2019.
- M. Whereas the District and Barnhart wish to enter into this Amendment No. 10 to Agreement for Program/Construction Management Services ("Amendment") to extend the term of the Agreement and make other modifications to the Agreement as set forth herein.

## II. AMENDMENT

The Agreement is hereby amended as follows:

1. All references in the Agreement to Barnhart shall be amended to refer to “Balfour Beatty Construction, LLC.”
2. All references in the Agreement to Measure R shall be amended to refer to “Measure S.”
3. Pursuant to Article 4, subsection 4.2, the term of the Agreement shall be extended through December 31, 2020 (“Extension Term”).
4. Compensation for basic services (as described in Articles 2 and 3 of the Agreement) shall be per attached Exhibit A Staffing Plan Projection thru December 31, 2020
5. To the extent he remains employed by Barnhart, Dennis Kuykendall shall remain assigned to the Project(s) contemplated under the Agreement, unless otherwise agreed by the District and Barnhart.
6. Except as expressly modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

This Amendment No. 10 is executed and becomes part of the Agreement on January 1, 2020.

Oak Park Unified School District

Balfour Beatty Construction, LLC

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Adam Rauch, Assistant Superintendent  
Business and Administrative Services

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Brian Cahill, Vice President

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.4.i. APPROVE AGREEMENT FOR DSA INSPECTION SERVICES,  
MEASURE S PROJECT 18-21S, CLASSROOM REPLACEMENTS AT  
MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education approve an agreement for DSA-required project Inspector of Record (IOR) services for Project 18-21S, Classroom Replacement at Medea Creek Middle School to be funded from the Measure S bond fund?

**BACKGROUND:** The Division of the State Architect requires that all construction projects submitted for its review and approval must have a DSA-approved Inspector of Record (IOR) and as appropriate, a DSA-approved testing laboratory. Effective June 1, 2013, these services cannot both be provided by a single firm for the same project. Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School, will require the services of a DSA-approved firm to provide necessary testing and inspection during construction. Over the last several years, Kenco Construction Services has expertly and efficiently provided similar services for District construction projects. At the request of staff, Kenco Construction Services has submitted the accompanying proposal of estimated costs for this project \$83,200; cost will be incurred only for actual IOR services provided. It is the recommendation of the Facilities and Construction management staff that the Board approve an agreement with Kenco Construction Services, Inc. for required DSA Inspector of Record services for this project.

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

**ALTERNATIVES:**

1. Approve an agreement with Kenco Construction Services, Inc. for DSA-approved Inspector of Record services for Project 18-21S, Classroom Replacement at Medea Creek Middle School, based on the accompanying proposal for \$83,200.
2. Do not approve an agreement for DSA-required construction testing services.

**RECOMMENDATION:** Alternative No. 1

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

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Anthony W. Knight, Ed.D.  
Superintendent

**Board of Education Meeting December 17, 2019**

**Approve an agreement for DSA-required project Inspector of Record (IOR)  
services for Project 18-21S, Classroom Replacement at MCMS**

**Page 2**

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

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

**Proposal for DSA Inspection.**

**Date:** 12-10-19

**Project Client:** Oak Park Unified School District  
5701 Conifer st.  
Oak Park, CA 91377

**Proposed Projects:** **Medea Creek Modular Install :**  
1002 Double Tree Road. Oak Park, CA. 91377

**DSA App. Number:** 03-118462

**Scope of Work:** Provide onsite DSA Class 2 inspection for Medea Creek (18-21S) six (6) new 960 sf metal modular buildings, a 40’ restroom modular, and a 20’ restroom modular. New fire lane extension from interior campus loop, moderate earthwork with small retaining wall, small courtyard in-between buildings.

**Project Duration:** Estimated project start date ..... **January 13th, 2020**  
Estimated project completion date ..... **July 11th, 2020**

**Estimated Cost:** DSA Class 2 Inspector @ \$80.00 per hour  
Estimated days of inspection (130 days) ..... **1,040 hrs.**  
Estimated cost for DSA inspection/oversite ..... **\$ 83,200.00**

**Total estimated cost for onsite inspection ..... \$ 83,200.00**

**NOTE:**

If “Over Time” work becomes necessary, all OT must be approved by the District prior to OT inspections. OT is at a rate of \$120.00 per hour for any holidays, weekends, and anything over 8 hours a day.

\*Please be advised that all inspections are subject to contractor performance.

Therefore the total cost proposal is an estimate and subject to increase or credit

**Project Inspector Agency Agreement and Contract Duties:**

KENCO Construction Services agrees to provide continuous inspection of work for compliance with approved contract documents and California Building Codes, including Title 24.. Project Inspector duties are outlined in Title 24, Part 1, Chapter 4, Section 4-333 thru 4-342 California Code of Regulations, including DSA Interpretation of Regulations A-6, A-7, A-8, and as incorporated in the following sections:



1. Represent the client under the guidance of the Architect, Construction Manager or designated agent.
2. Attend all planning, pre-con conferences, project meetings, or meetings as required by the client.
3. Monitor and observe all special inspections performed by the client-contracted testing laboratory as required by the Testing and Inspection Sheet and as outlined in the Project Specifications. Maintain and update a log specifying hours spent on the project by the special inspectors. Perform or monitor testing for Torque, Epoxy, and Pull Tests as required.
4. The client and the inspector shall each defend and hold harmless each other against any losses, liabilities, damages, injuries, claims, costs, or expenses arising out of, or connected with the provisions of this agreement and the contract documents.
5. This Agreement shall begin on or about **January, 2020** and remain in effect continuously until completed, or terminated in writing. This Contract is intended to be an agency agreement and may be terminated in 30 days by either party with, or without cause. This agency agreement shall be assignable to other schools within the District, and shall apply to other inspectors as requested and approved by the District. The District shall not employ, contract, or engage in business or mutually beneficial relationship with any inspectors introduced to the District through KENCO Construction Services for a period of two (2) years after the dissolution of any contracts through KENCO Construction Services, unless written permission is granted prior to each relationship.
6. **The Oak Park Unified School District** agrees to pay *KENCO Construction Services, Inc.* our monthly invoice for project services, billed at a rate of **\$80.00 per hour for one DSA Class 2 inspector**, within 15 working days of receipt of invoice. Each monthly billing shall separately identify hours and charges for each individual school, consistent with required site accounting. KENCO Construction Services shall provide all necessary cell phones, laptop computers, digital cameras, and any equipment necessary to maintain proper documentation and administration functions throughout the duration of the project. The District shall provide all office space, utility lines, and equipment necessary per the project specifications.
7. KENCO Construction Services shall provide to the District at the end of the project all documentation in a professional format, either in binders or on a computer CD.
8. KENCO Construction Services shall not bill the client for any time not directly paid to the project inspectors working directly on the project. A DSA certified project manager will be assigned to oversee the project inspector to ensure accurate reporting of all activities and DSA compliance. Should any emergency arise where the consultant/inspector becomes absent, on vacation, or is not able to be on site due to causes beyond his/her reasonable control, this DSA certified project manager will provide inspections until the IOR returns.

X \_\_\_\_\_

Jeff Barnes, Executive Vice President  
KENCO Construction Services, Inc.  
Date: 12-10-19

X \_\_\_\_\_

District Authorized Agent  
Oak Park Unified School District  
Date:

Pg. 2

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: A.4.j. APPROVE AGREEMENT FOR DSA TESTING AND INSPECTION  
SERVICES MEASURE S PROJECT 18-21S, CLASSROOM  
REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education approve an agreement for DSA testing and inspection services for Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School?

**BACKGROUND:** The Division of the State Architect requires that all construction projects submitted for its review and approval must have a DSA-approved Inspector of Record (IOR) and as appropriate, a DSA-approved testing laboratory. Effective June 1, 2013, these services cannot both be provided by a single firm for the same project.

Measure S Project 18-21, Classroom Replacement at Medea Creek Middle School will require the services of a DSA-approved firm to provide necessary testing and inspection during construction. Over the past 20 years, NV5 has reliably and expertly provided similar services for District construction projects. At the request of staff, NV5 has submitted the accompanying proposal of estimated costs of \$36,276 for this project; cost will be incurred only for actual testing services provided. It is the recommendation of the Facilities and Construction management staff that the Board approve an agreement with NV5, Inc. for DSA-required testing and inspection services for this project.

**FISCAL IMPACT:** The cost of this mandated service is \$36,276 and will be funded through the board-approved Measure S project budget.

**ALTERNATIVES:**

1. Approve an agreement with NV5, Inc. for DSA-required testing and inspection services for Project 18-21S, Classroom Replacement at Medea Creek Middle School, based on the accompanying proposal in the amount of \$36,276.
2. Do not approve an agreement for DSA-required construction testing services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**Board of Education Meeting, December 17, 2019**

**Approve an agreement for DSA testing and inspection services  
for Measure S Project 18-21S, Classroom Replacement at MCMS**

**Page 2**

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

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

December 10, 2019

**Oak Park Unified School District**  
5801 E. Conifer Street  
Oak Park, CA 91377

Proposal No: 2019.06.0017  
DSA No.: 03-119462  
File No.: 56-45

ATTENTION: Keith Henderson

**SUBJECT: Proposal for Materials Testing and Inspection Services for the Medea Creek Middle School  
Modular Classrooms, 1002 Doubletree Rd., Oak Park, CA 91377**

NV5 is pleased to submit this proposal for the referenced project. Our estimated scope of services and estimated costs are detailed below.

**Scope of Work and Cost Estimate**

	Rate	Units	Total
<b>Soils:</b>			
Sr. Soil Technician (ncluding nuclear guage)	\$ 104 hr	80	\$ 8,320.00
Maximum Density (soil)	\$ 185 ea	2	\$ 370.00
Maximum Density Base	\$ 210 ea	1	\$ 210.00
Sieve Analysis	\$ 135 ea	3	\$ 405.00
Sand Equivalent	\$ 115 ea	1	\$ 115.00
Expansion Index	\$ 160 ea	1	\$ 160.00
Mileage	\$ 0.65 mi	750	\$ 487.50
Geotechnical Engineer	\$ 160 hr	8	\$ 1,280.00
<b>Concrete:</b>			
Mix Design Review (if required)	\$ 230 ea		\$ -
Concrete Batch Plant Inspection	\$ 104 hr	40	\$ 4,160.00
Concrete Technician (cast cylinders, slump & temp)	\$ 104 hr	40	\$ 4,160.00
Concrete Batch Plant Inspection - Concrete Pavement (if required)	\$ 104 hr	8	\$ 832.00
Concrete Technician - Concrete Pavement (cast cylinders, slump & temp)	\$ 104 hr	8	\$ 832.00
Concrete compression tests (5 cys. per set)	\$ 22 ea	40	\$ 880.00
Concrete cylinder pickup	\$ 9.5 ea	40	\$ 380.00
Non-Shrink Grout Inspection	\$ 104 hr	4	\$ 416.00
Non-Shrink (Dry-Pack) Grout compression tests (sets of 3 ea.)	\$ 96 set	1	\$ 96.00
Non-Shrink Grout sample pickup (sets of 3 ea.)	\$ 28.5 set	1	\$ 28.50
<b>Reinforcing Steel:</b>			
Reinforcing Steel Bend tests (#5 & 6)	\$ 50 ea	2	\$ 100.00
Reinforcing Steel Tensile tests (#5 & 6)	\$ 55 ea	2	\$ 110.00
Reinforcing Steel sampling (2 hr. min.)	\$ 104 hr	2	\$ 208.00
<b>Structural Steel:</b>			
Field Welding Inspection	\$ 104 hr	48	\$ 4,992.00
Bolting Inspection (verify wrench tight connections)	\$ 104 hr	4	\$ 416.00
Shop Inplant Fabrication Inspector - welding & fabric certification (assume USA Shade Structure in Dallas, Texas)	\$ 88 hr	56	\$ 4,928.00
<b>Miscellaneous:</b>			
Engineering	\$ 160 hr	10	\$ 1,600.00
DSA (LVR-291 & 293)	\$ 395 ea	2	\$ 790.00
<b>TOTAL:</b>			<b>\$ 36,276.00</b>

**Assumptions:**

- 1 Estimate is from information provided by Client's representative.
- 2 The estimate is provided for budgetary purposes only and is not a lump sum / not to exceed cost. Billing will be for actual service provided.
- 3 Added charges will be charged in accordance with the attached 2018 Schedule of Fees and prevailing wage rates.

NV5 West, Inc. appreciates the opportunity to be of service. If you have any questions, please do not hesitate to contact us.

*Respectfully Submitted,*  
**NV5 West, Inc.**

Reviewed By,



Carol Harrison  
Marketing Manager



Scott Moors, CEG 1901  
Vice President

Attachment:      Terms and Conditions  
                         2018 Fee Schedule

**1. The Agreement.** This Agreement between the parties, which shall describe and govern Client's engagement of "Consultant" to provide "Services" in connection with the "Project" identified in the "Proposal", consists of the Proposal, these terms and conditions, Consultant's fee schedule, and any exhibits or attachments referenced in any of these documents. Together these elements constitute the entire agreement between the parties, superseding any and all prior negotiations, correspondence, or agreements, either written or oral, with respect to the subject matter of this engagement. Consultant requests written acceptance of the Agreement through its Proposal Acceptance Form, but the following actions shall also constitute Client's acceptance of the Agreement: (1) issuing an authorizing purchase order for any of the Services; (2) authorizing Consultant's presence on site; or (3) notification, written (including e-mail) or oral, to Consultant to proceed with any of the Services.

**2. Standard of Care.** The Services shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar conditions and in the same locality as the Project. Data, interpretations and recommendations by Consultant will be based solely on information discovered by, or made available to, consultant during the course of the engagement. In connection with such information, Client recognizes that subsurface conditions may vary from those observed at locations where borings, surveys, or explorations are made, and that site conditions may change over time. Consultant shall not be responsible for the use or interpretation of such information by non-parties to this Agreement. Consultant shall not be held liable for problems that may occur if Consultant's recommendations are not followed.

**3. Site Access and Conditions.** Client will provide Consultant access to the Project site for all equipment and personnel necessary for the performance of the Services. As required to effectuate such access, Client will notify all owners, lessees, contractors, subcontractors, and other possessors of the Project site that Consultant must be allowed free access to the site. While Consultant agrees to take reasonable precautions to minimize damage to the site, Client understands that, in the normal course of performing the Services, some damage may occur, and further understands that Consultant is not responsible for the correction of any such damage unless so specified in the Proposal. Client is responsible for the accuracy of locations for all subterranean structures and utilities. Consultant will take reasonable precautions to avoid known subterranean structures and utilities, and Client waives any claim against Consultant, and agrees to defend, indemnify, and hold Consultant harmless from any claim or liability for injury or loss of any party, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate Consultant for any time spent or expenses incurred by Consultant in defense of any such claim with compensation to be based upon Consultant's prevailing fee schedule and expense reimbursement policy.

**4. Cooperation and Project Understanding.** To the extent requested by Consultant, Client will make available to Consultant all information in its possession regarding existing and proposed conditions at the site. Such information shall include, but not be limited to engineering reports, plot plans, topographic surveys, hydrographic data, soil data including borings, field and laboratory tests and written reports. Client shall immediately transmit to Consultant any new information concerning site condition which becomes available, and any change in plans or specifications concerning the Project to the extent such information may affect Consultant's performance of the Services. Client agrees, upon 24 hours oral or written notice, to provide a representative at the job site to supervise and coordinate the Services. Consultant shall not be liable for any inaccurate or incorrect advice, judgment or decision which is based on any inaccurate information furnished by Client and Client shall indemnify Consultant against claims, demands, or liability arising out of, or contributed to, by such inaccurate information.

**5. Sample Disposal.** Unless other arrangements are made, Consultant will dispose of all soil and rock samples remaining at the time of report completion. Further storage or transfer of samples can be arranged at Client's prior written request, subject to a reasonable charge by Consultant. Client acknowledges that contaminated drill cuttings, sample spoils, wash water, and other materials may be produced as a result of encountering hazardous materials at the site. In such event, Consultant shall properly contain, label, and store such materials on-site, and Client shall be responsible for its proper transportation and disposal. Consultant may be able to arrange for the transportation and disposal of hazardous materials at Client's request.

**6. Construction Monitoring.** If Consultant is engaged by Client to provide a site representative for the purpose of monitoring specific portions of any construction work, as set forth in the Proposal, then this Section 6 shall apply. If Consultant's engagement does not include such construction monitoring, then this Section shall be null and void. In connection with construction monitoring, Consultant will report observations and professional opinions to Client. Consultant shall report to Client any observed work which, in Consultant's opinion, does not conform to plans and specifications. Consultant shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of Consultant, or Consultant's site representative, can be construed as modifying any agreement between Client and others. Consultant's presence on the Project site in no way guarantees the completion or quality of the performance of the work of any party retained by Client to provide construction related services. Neither the professional activities of Consultant, nor the presence of Consultant or its employees, representatives, or subcontractors on the Project Site, shall be construed to impose upon Consultant any responsibility for methods of work performance, superintendence, sequencing of construction, or safety conditions at the Project site. Client acknowledges that Client its general contractor or construction manager is solely responsible for job site safety, and warrants and agrees that such responsibility shall be made evident in any Project owner's agreement with the general contractor. Client also agrees to make Consultant an additional insured under any general contractor's general liability insurance policy. Prior to the commencement of the Work, Client shall provide Consultant with a certificate of insurance evidencing the required insurance. Such certificates shall be issued by an insurance carrier(s) acceptable to Consultant and shall be endorsed to include: (1) Consultant as additional insured; and (2) a waiver of subrogation as to Consultant. This insurance shall be primary to any insurance available to Consultant. In the event Consultant expressly assumes any health and safety responsibilities for hazardous materials or other items specified in this Agreement, the acceptance of such responsibility does not and shall not be deemed an acceptance of responsibility for any other health and safety requirements, such as, but not limited to, those relating to excavation, trenching, drilling or backfilling

**7. Project Changes.** In the event Client, the Project owner, or other party makes any changes in the plans and specifications, Client agrees to hold Consultant harmless from any liability arising out of such changes, and Client assumes full responsibility unless Client has given Consultant prior notice and has received Consultant's written consent for such changes.

**8. Ownership of Documents.** All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by Consultant in connection with this engagement, shall remain the property of Consultant.

**9. Termination.** This Agreement may be terminated without cause by either party upon thirty (30) days written notice, and at any time by either party if the other party defaults in the performance of any material provision of this Agreement and such default continues for a period of seven (7) days after written notice thereof. In the event of termination, Consultant will be paid for Services performed through the date of termination, plus reasonable termination expenses, including the cost of completing analyses, demobilization, records and reports necessary to document job status at the time of termination.

**10. Risk Allocation and Limitation of Liability.** To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant, and its officers, directors, partners, employees, agents and sub-consultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Consultant, and its officers, directors, employees, agents or sub-consultants, or any of them, shall not exceed the total compensation received by the Consultant, for Services provided under this Agreement or \$50,000 whichever is more. Client agrees that Consultant shall not be responsible for the means, methods, procedures performance, site safety of the construction contractors or subcontractors, or for their errors or omissions. Client agrees that the work created pursuant to this Agreement is for the sole and exclusive use of Client and is not for the benefit of any third parties. This Agreement and the Services to be performed hereunder shall in no way be construed as a guarantee of deficient-free construction.

**11. Discovery of Unanticipated Hazardous Materials.** Client warrants that it has made reasonable efforts to inform Consultant of known or suspected hazardous materials on or near the Project site. The parties acknowledge that hazardous materials may exist at a site where there is no reason to believe they are present. Consultant and Client agree that the discovery of such unanticipated hazardous materials constitutes a changed condition which may require either a renegotiation of the scope of Consultant's Services or termination of such Services or this Agreement. Consultant agrees to notify Client as soon as practicable should hazardous materials be encountered at the site. Client agrees that in the event of the discovery of hazardous materials at the site it will report such discovery to the proper authorities as required by

Federal, State, and local regulations. Client agrees to make the required report at the recommendation of Consultant, or, if unable to do so, authorizes Consultant to make such report. Client also agrees to inform the Project site owner in the event that hazardous materials are encountered at the site. Notwithstanding any other provision of this Agreement, Client waives any claim against Consultant, and to the maximum extent permitted by law, agrees to defend, indemnify, and save Consultant harmless from any claim, liability and/or defense costs for injury or loss arising from the presence of hazardous materials on the Project site, including any costs created by delay of the Project and any costs associated with possible reduction of the property's value. Client is responsible for ultimate disposal of any samples secured by Consultant which are found to be contaminated.

**12. Subsurface Conditions.** Consultant cannot know or guarantee the exact composition of a site's subsurface, even after conducting a comprehensive exploratory program. Client acknowledges that there is a risk that drilling and sampling may result in contamination of certain subsurface areas. Although Consultant will take reasonable precautions to avoid such an occurrence, Client waives any claim against, and agrees to defend, indemnify and save Consultant harmless from any claim or liability for injury or loss which may arise as a result of subsurface contamination caused by drilling, sampling, or monitoring well installation. Client also agrees to adequately compensate Consultant for any time spent and expenses incurred in defense of any such claim.

**13. Insurance.** Consultant shall not (1) post a bond, (2) insure, or (3) indemnify Client against losses caused from the acts or omissions of other Contractors or Subcontractors that are not under contract to perform work for Consultant. Client shall require other Contractors and Subcontractors to carry adequate insurance coverage and any performance for Client to insure and indemnify Consultant against claims for damages and to insure compliance or work performance and materials with Project requirements. Client also agrees to make Consultant an additional insured under any general contractor's general liability insurance policy.

**14. Resolution of Disputes.** The Client shall make no claim for professional negligence, either directly or by way of a cross complaint against the Consultant, unless the Client has first provided the Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as the Consultant and licensed in the State where the Project is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of professional negligence, (collectively "Disputes") shall be submitted to mediation before and as a condition precedent to pursuing any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and Consultant shall select a neutral mediator by mutual agreement. Such selection shall be made within ten (10) calendar days of the date of receipt by the other party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by Client and Consultant within ten (10) calendar days, a mediator shall be chosen as specified in the Mediation Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the parties may agree. Any cause of action brought against Consultant shall be brought within one year of the work or Services performed under this Agreement.

**15. Assigns.** Client may not assign this Agreement or any right or obligation hereunder without the prior written consent of Consultant, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by either party or an assignment to an Affiliate of either party if such successor or Affiliate assumes all obligations under this Agreement.

**16. Non-Solicitation & Hiring of Employees.** To promote an optimum working relationship, the Client agrees in good faith not to directly or indirectly employ or otherwise engage any employee of Consultant or any person employed by Consultant within the prior twelve month period without the prior written consent of Consultant. This restriction shall apply during the term of and for a period of one (1) year after the termination of this Agreement. The Client further agrees that loss of any such employee would involve considerable financial loss of an amount that could not be readily established by Consultant. Therefore, in the event that Client should breach this provision and without limiting any other remedy that may be available to Consultant, the Client shall pay to Consultant a sum equal to the employee's current annual salary plus twelve (12) additional months of the employee's current annual salary for training of a new employee as liquidated damages.

**17. Governing Law and Survival.** The validity of this Agreement, these terms, their interpretation and performance shall be governed by the laws of the State in which the Project is located. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability, indemnification, and non-solicitation & hiring of employees shall survive the termination of this Agreement for any reason. Failure of a party hereto at any time or times to require performance of any provision hereof shall in no manner affect its right at a later time to enforce the same. No waiver by a party of any condition or of any breach of any term contained in this Agreement shall be effective unless in writing and signed by the waiving party, and no waiver in any one or more instances shall be deemed to be a continuing waiver of any such condition or breach in other instance or a waiver of any other condition or breach of any other term.

**18. Billing and Payment.** Client shall pay Consultant the lump sum amount indicated in the Proposal, or, if no lump sum amount is indicated, in accordance with the schedule of fees or charges as shown in the Proposal or fee schedule. Backup data on billing will not be available unless prior arrangements have been made. Prior to initiation of the Services, Client is required to remit any retainer specified in the Proposal. Thereafter, Consultant will submit to Client invoices for the balance due, which shall be due and payable immediately upon submission. If Client objects to all or any portion of any invoice, Client will so notify Consultant in writing within ten (10) calendar days of the invoice date, identify the cause of disagreement, and immediately pay that portion of the invoice not in dispute. In the absence of written notification described above, the balance as stated on the invoice shall be deemed accepted. Client shall pay an additional charge of one and one-half (1.5) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent amount. Payment thereafter will first be applied to accrued interest and then to the principal unpaid amount. Consultant shall be entitled to recover for all costs and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount. Fee schedules are periodically revised. Unless otherwise agreed, new rates apply to ongoing work as such rates are issued. Should Consultant be called upon to testify for or on behalf of the Client on matters arising out of or related to the Work, Client shall compensate Consultant for its time at a rate of two times (2x) the Consultant's standard billing rates.

**19. Waiver of Jury Trial.** Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

**20. Liability for Others.** Consultant shall not be responsible for the acts or omissions of the Client, architect, architect's other consultants, contractor, subcontractor, other third parties or their respective agents, employees, assigns, successors, or other persons performing any of the work. Consultant shall promptly notify Client if Consultant becomes aware of any inconsistencies in the Services or information provided by other parties.

**21. Delays.** Consultant shall not be liable to Client for delays. Client shall indemnify, defend, and hold harmless Consultant from any actions or claims arising from delays.

**22. Waiver.** No waiver by a party of any condition or of any breach of any term contained in this Agreement shall be effective unless in writing and signed by the waiving party, and no waiver in any one or more instances shall be deemed to be a continuing waiver of any such condition or breach in other instance or a waiver of any other condition or breach of any other term.

**23. Enforceability.** This Agreement shall be interpreted by the parties in a manner that ensures this Agreement's compliance with applicable local, state, federal, or foreign laws. The parties affirm that this Agreement is a collaborative effort between Client and Consultant, with no single party considered the drafter of this Agreement or having the drafting of this document construed against them.

**24. Severability.** Should a court find one of the provisions of this Agreement unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

**25. Entire Agreement.** To the extent allowed by law, any agreement that is part of the scope of Consultant's Services and incorporated by reference into this Agreement shall be subordinated to the terms and conditions of this Agreement where they conflict. This Agreement shall be interpreted as though prepared by all parties and shall not be construed unfavorably against either party.



## 2018 GEOTECHNICAL / MATERIAL TESTING FEE SCHEDULE

### GENERAL CONDITIONS

**Testing Samples** - An hourly preparation charge will be added to all samples submitted that are not ready for testing.

**Turn-Around-Time** - Standard TAT indicated in superscript.

**RUSH:** 50% surcharge. Sample prioritized over other samples in que.

**PRIORITY:** 100% surcharge: Completed as fast as possible per method.

See notes regarding TAT at bottom of page 3.

**Project Setup** - A \$165 fee applies for setup and administration of On-Call agreements and contracts less than \$3,000.

**Scheduling** - A minimum of 24-hour notice is required to schedule personnel (48-hour for DSA projects). For same-day scheduling, a 50% premium applies. Same-day cancellations will incur a 2-hour charge for technicians or a 4-hour charge for inspectors.

**Minimum Charges** - Special Inspections: A minimum charge of 4 hours applies to inspection call-out between 0 and 4 hours. Eight (8) hours will be charged for work performed over 4 hours up to 8 hours.

Technicians: Minimum charge of 2 hours applies to technician call-out between 0 and 2 hours. Additional time charged in 2-hour increments.

**Travel** - Hourly travel is charged portal-to-portal for technicians. Travel charges are normally waived for special inspectors within 25 miles of our laboratory. Mileage/Trip Charges charged at rates listed below.

**Per Diem** - Per diem will be charged at 1.15 times the Federal (GSA) rate for all out-of-town assignments unless otherwise arranged.

**Equipment** - NV5 maintains a comprehensive inventory of calibrated field testing equipment. Daily equipment charges apply.

**Overtime Rates** - Rates are based on an 8-hour workday between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday. Work outside

of these hours or in excess of 8 hours in one day or over 40 hours in one week will be charged at 1.5 times the listed rates. Work over 12 hours in one day or work on holidays will be charged at 2.0 times quoted rates.

**Holidays** - New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, and Christmas Day. For holidays falling on Saturday or Sunday, the closest previous or following regular workday will be observed.

**Project Management & Report Distribution** - All assignments are under the supervision of a Registered Professional Engineer. Engineering time of 0.1 hour per inspection day or 1/2-hour/week (min) will be included for scheduling, report review, and data evaluation. Up to 2 hard copies of reports are provided at no additional charge. Additional hard copies will be billed at \$2 per report.

**Outside Services / Drillers-CPT / Subcontractors** - Cost plus 15%.

**Prevailing Wage** - Client shall notify NV5, in writing, of any requirement for payment of California Prevailing Wage or other predetermined wage condition. Client agrees to indemnify NV5 against all costs related Client's failure to notify NV5 of predetermined wage requirements.

**Sample Disposition** - Unless previously arranged, all samples will be disposed of upon completion of testing. Any samples suspected of contamination will be returned to Client. If requested, retained samples may be archived for a specified period for an agreed monthly fee.

**Certified Payroll** - A \$45 per week, per project processing fee for Certified Payroll will be assessed on Prevailing Wage Projects.

**Escalation** - Listed rates are subject to annual escalation consistent with the Consumer Price Index ([www.bls.gov](http://www.bls.gov)). Prevailing Wage labor rates will be adjusted in accordance with DIR mandated increases plus 50%. (<http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>)

### I. PROFESSIONAL, TECHNICAL, & SUPPORT STAFF

(Hourly rates unless otherwise indicated. Charges are portal-to-portal from/to NV5's lab)

A. Professional Staff	Standard
Principal Engineer/Geologist/Consultant	\$190
Senior Engineer/Geologist/Consultant (PE, CEG)	\$165
Project Engineer/Geologist/Consultant	\$145
Sr. Staff Engineer/Geologist/Consultant	\$125
Staff Engineer/Geologist/Consultant	\$105
Project Manager	\$120

B. Technical Staff	Prevailing Wage	Standard
Special (Deputy) Inspector	\$108	\$88
(Concrete, P/T Concrete, Masonry, Structural Steel, Fireproofing, Pile Driving)		
Public Works Inspector	\$114	\$98
Roofing/Waterproofing Inspector	\$108	\$94
Concrete/Asphalt Batch Plant Inspection	\$108	\$90
Technician* (Soil/Asphalt/Special Testing)	\$110	\$90
Nondestructive Exam/Testing (UT/Mag Part./Dye Pen.)	\$110	\$92

C. Public Works/DSA/OSPHD Inspection	Prevailing Wage / Standard
Project Inspector / IOR, DSA Class I	\$115
Project Inspector / IOR, DSA Class II/III	\$100
DSA Masonry / Shotcrete Inspection	\$108
DSA 5 SI (Inspector Qualifications)	\$75 ea.
Special Inspection Verified Report (SIVR/VR)	\$225 (min.) ea.
Laboratory / Geotech. Verified Rpt (DSA 291/293 - Test Only)	\$395 (min.) ea.
Combined Lab Verified Report (DSA 291 - Tests & Inspections)	\$545 (min.) ea.

D. Sample Pickup, Delivery, Storage & Mileage	Standard
Sample Pickup/Delivery (>25mi. radius of Lab) - plus applicable unit price	\$62/hr
Saturday Pickup (hourly, 4 hr minimum, plus mileage)	\$93/hr
Mileage - Field Vehicle (\$30/day minimum charge)	\$0.65/mi
Mileage - Coring Truck	\$0.75/mi
Vehicle - Field Truck	\$55/day
Trip Charge (within 25 radius of Lab; if >25 mi. hourly + mileage)	\$35/trip
Sample Storage (per box)	\$25/Mo

### E. Support Staff & Special Services

	Prevailing Wage	Standard
Laboratory Technician		\$120/hr
File Search, Reissue of Report		\$45/hr (min.)
Certified Payroll Admin. (0.5 hr min./wk)		\$70/hr
Court Appearance and Depositions (4 hr min)		\$295/hr
Drafting/CADD		\$70/hr
Clerical		\$60/hr

### II. MATERIALS AND EQUIPMENT

A. Equipment	Rate
1. Air Meter (Concrete)	\$45/dy
2. Calibrated Ram (Pull test)	\$95/dy
3. Ceiling Wire Dead-Weight Equip.	\$160/dy
4. Coating Thickness Gauge	\$45/dy
5. Concrete Relative Humidity Meter	\$265/dy
6. Concrete Slab Moisture Emission Kit / RH Probe	\$55/ea
7. Floor Flatness (plus labor - 4hr min)	\$575/dy
8. Durometer Gauge (Shore A/D)	\$45/dy
9. Hardness Gauge (Brinell, Rockwell)	\$85/dy
10. Generator	\$70/dy
11. Ground Penetrating Radar (GPR) - (plus labor - 4 hr min)	\$400/dy
12. Magnetic Particle Equipment & Consumables	\$65/dy
13. Nuclear Gauge	\$35/dy
14. Pachometer (Rebar) Survey Equipment	\$95/dy
15. Schmidt Hammer	\$65/dy
16. Skidmore Wilhelm, per day	\$195/dy
17. Torque Wrench (Large, >100 ft-lb), per day	\$85/dy
18. Torque Wrench (Small), per day	\$20/dy
19. Ultrasonic Equipment & Consumables	\$75/dy

### B. Diamond Coring (min. charge = field time w/travel + 1 hr. mob./demob.)

1. Machine, truck & 1 operator (accessible flatwork only)	\$210/hr	\$190/hr.
2. Machine, truck, operator and helper	\$325/hr	265/hr.
3. Coring Bit Charge		\$3.50/inch
4. Coring truck mileage (portal to portal)		\$0.75/mi



## III. LAB TESTS: AGGREGATE & SOIL

### A Soils - Geotechnical

1. Atterberg Limits (LL and PL) – ASTM D4318, CTM 204 <sup>B</sup>	\$ 150
2. Consolidation (up to 9 Load/Rebound Pts) – ASTM D2435 <sup>E</sup>	\$ 340
3. Collapse – ASTM D4546 <sup>B</sup>	\$ 165
4. additional Load Increment (Consol./Collapse) – per pt.	\$ 40
5. Direct Shear, remolded sample – ASTM D3080 <sup>D</sup>	\$ 285
6. Direct Shear, undisturbed (ring) sample – ASTM D3080 <sup>D</sup>	\$ 265
7. Expansion Index – ASTM D4829 <sup>B</sup>	\$ 160
8. Permeability, Constant Head – remolded - ASTM D2434, CT 220 <sup>D</sup>	\$ 445
9. pH (soil) – ASTM D4972 <sup>C</sup>	\$ 35
10. Resistivity – ASTM G57 <sup>C</sup>	\$ 60
11. Resistivity (Minimum), includes pH – CTM 643 <sup>C</sup>	\$ 155
12. Soil Cement – Moist.-Dens. or Sample Prep set of 3 - ASTM D558	\$ 240
13. Soil Cement – Wet-Dry Durability – ASTM D559	\$ 1100
14. Soil Cement – Compressive Strength – ASTM D1633	\$ 60
15. Soil Classification – ASTM D2488 – Visual-Manual <sup>A</sup>	\$ 45
16. Soluble Chloride (soils) <sup>C</sup>	\$ 80
17. Soluble Sulfate (soils) <sup>C</sup>	\$ 80
18. Unconfined compression on prepared specimens	\$ 120

### B Particle Size Analysis

1. Sand equivalent (ASTM 2419, CTM 217) <sup>A</sup>	\$ 115
2. Sieve #200 wash only (ASTM D1140, CTM 202) <sup>A</sup>	\$ 85
3. Sieve (coarse or fine only, no wash – ASTM C136, CTM 202) <sup>A</sup>	\$ 95
4. Sieve (coarse & fine w/ wash – ASTM C136, CTM 202) <sup>A</sup>	\$ 135
5. Hydrometer w/ Fine Sieve (ASTM D422, CTM 203) <sup>B</sup>	\$ 185
6. Hydrometer w/ Fine & Coarse Sieve (ASTM D422, CTM 203) <sup>B</sup>	\$ 210

### C Moisture Density Relationship

1. Max. Density-Opt. Moisture (4 in. mold) – ASTM D1557, D698 <sup>A</sup>	\$ 185
2. Max. Density-Opt. Moisture (6 in. mold) – ASTM D1557, D698 <sup>A</sup>	\$ 210
3. Max. Density-Opt. Moist. w/ Rock Corr. – ASTM D1557, D4718 <sup>A</sup>	\$ 295
4. Maximum Density Checkpoint (4 in. mold) <sup>A</sup>	\$ 75
5. Moisture & Dry Density (ring samples) <sup>A</sup>	\$ 22
6. Moisture determination (aggregate samples) <sup>A</sup>	\$ 35
7. Caltrans Relative Compaction (Wet Density) – CTM 216 <sup>A</sup>	\$ 225

### D Aggregate, Soil & Rock

1. Abrasion Resistance by LA Rattler – ASTM C131, CTM 211 <sup>B</sup>	\$ 185
2. Absorption, sand or gravel – ASTM C127, C128 <sup>B</sup>	\$ 60
3. California bearing ratio (CBR) with expansion – ASTM D1883 <sup>C</sup>	\$ 410
4. Cement Treated Base (CTB), compact, cure & test <sup>E</sup>	\$ 260
5. Cement Treated Base – compression (make, cure, test – 3 spec)	\$ 565
6. Cement Treated Base – stability	\$ 525
7. Clay lumps and friable particles, per primary size – ASTM C142 <sup>C</sup>	\$ 115
8. Cleaness Test – CTM 227 <sup>A</sup>	\$ 130
9. Crushed particles, per primary size <sup>C</sup>	\$ 165
10. Durability Index (\$120 per size fraction) – CTM 229 <sup>A</sup>	\$ 215
11. Flat & Elongated Particles (per bin size) – ASTM D4791 <sup>C</sup>	\$ 190
12. Lightweight pieces, per size fraction – ASTM C123 <sup>C</sup>	\$ 400
13. Lime content of treated materials (by titration)	
a. Lime content curve determination, for each material	\$ 495
b. Lime content, including untreated control sample	\$ 245
14. Mortar making properties of Sand ASTM C87 <sup>D</sup>	\$ 380
15. Relative Mortar Strength - CTM 515 <sup>D</sup>	\$ 410
16. Organic Impurities – ASTM C40, CTM 213 <sup>B</sup>	\$ 80
17. Petrographic Analysis of Gravel – ASTM C295 (single grading) <sup>E</sup>	\$ 450
18. Petrographic Analysis of WC Sand – ASTM C295 (pre-graded) <sup>E</sup>	\$ 850
19. Potential Reactivity Test ASTM C289 Chemical Method <sup>D</sup>	\$ 495
20. Potential Reactivity ASTM C227 Mortar Bar Method (3 month) <sup>E</sup>	\$ 785
Each additional month	\$ 118
21. Potential Reactivity Test ASTM C1260 Rapid Method <sup>E</sup>	\$ 625
22. Potential Reactivity ASTM C1293 Mortar Bar w/ Pozz (12 month) <sup>E</sup>	\$ 1600
Extend to 24-months add (C1293 requires Sp.Grav. & Unit Weight)	\$ 800
23. Potential Reactivity Test ASTM C1567 Rapid-Cement Combo <sup>E</sup>	\$ 760
24. 'R' Value - ASTM D2844, CT 301 (Treated material by quote) <sup>B</sup>	\$ 315
25. Rip Rap, Slope Protection, Quarry Stone Acceptance	Per Quote
26. Specific gravity w/ absorption - coarse (ASTM C127, CTM 206) <sup>B</sup>	\$ 110
27. Specific gravity w/ absorption - fine (ASTM C128, CTM 207) <sup>B</sup>	\$ 130
28. Sulfate Soundness, 5 cycle test per primary size – ASTM C88 <sup>D</sup>	\$ 365
29. Uncompacted Void Content of Fine Aggregate – AASHTO T304 <sup>B</sup>	\$ 175

30. Unit weight – ASTM C29	\$ 72
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### E Dimensional Stone Tests

1. Compressive Strength – ASTM C170 <sup>D</sup>	\$ 95
2. Water Absorption & Density – ASTM C97 (3 required) <sup>D</sup>	\$ 65
3. Modulus of Rupture – ASTM C99 <sup>D</sup>	\$ 115
4. Flexural Strength – ASTM C880 <sup>D</sup>	\$ 130

(Comp., MOR & Flex Str. require 5 samples ea. in wet & dry conditions // & ⊥ to rift.)  
(All prices are for prepared samples. Cutting and machining charges are extra.)

## IV. LAB TESTS: CEMENT, CONCRETE, & MASONRY

### A Cement

1. Grab sample (CCR Title 24) includes 1 year storage	\$ 55
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### B Concrete

1. Concrete compression: 6x12 cylinders – ASTM C39 <sup>A</sup>	\$ 26
2. Concrete compression: 4x8 cylinders – ASTM C39 <sup>A</sup>	\$ 22
3. Concrete cylinder pickup: 6x12 (>25mi. radius of Lab add hourly pickup rate)	\$ 12.50
4. Concrete cylinder pickup: 4x8 (>25mi. radius of Lab add hourly pickup rate)	\$ 9.50
5. Concrete cylinder mold (w/ lid - spare)	\$ 6
6. Concrete core compression test – ASTM C42 <sup>C</sup>	\$ 45
7. Concrete Trial Batch (includes 6 compression tests)	\$ 765
8. Concrete Mix Design Review (excludes testing & revisions)	\$ 230
9. Concrete mix proportion revision	\$ 150
10. Density of concrete cylinder (unit weight) <sup>C</sup>	\$ 64
11. Drying shrinkage – ASTM C157 (set of 3, 5 ages) <sup>E</sup>	\$ 495
12. End preparation of cores, diamond sawing, per cut	\$ 15
13. Flexural beam pick-up (>25mi. radius of Lab add hourly pickup rate)	\$ 38 ea
14. Flexural strength, 6"x6" beam – ASTM C78 & C293 <sup>A</sup>	\$ 80
15. Shotcrete/Gunite core compression test (not including coring)	\$ 35
16. Coring of Shotcrete/Gunite panel in laboratory, each core	\$ 50
17. Shotcrete/Gunite panel pick-up (>25mi. radius of Lab add hourly pickup rate)	\$ 38
18. Lab trial batch, not including specimen tests - ASTM C192	Per Quote
19. Lightweight. insulating concrete compress, 4 req. – ASTM C495	\$ 50
20. Lightweight insulating concrete – unit weight (oven dry)	\$ 95
21. Modulus of elasticity, 4"x8" cylinder – ASTM C469 <sup>D</sup>	\$ 215
22. Petrographic analysis of hardened concrete – ASTM C856 (per core) <sup>E</sup>	\$ 950
23. Poisson's Ratio on 6"x12" cylinders – ASTM C469 <sup>D</sup>	Per Quote
24. Splitting tensile – ASTM C496 <sup>D</sup>	\$ 175
25. Non-Shrink (Dry-Pack) Grout – 2"x2"x2"; set of 3	\$ 96

### C Masonry

1. Absorption - brick, 5 required – ASTM C67 <sup>D</sup>	\$ 75
2. Absorption - masonry unit, 3 required – ASTM C140 <sup>D</sup>	\$ 58
3. Compression, brick, 5 required – ASTM C67 <sup>D</sup>	\$ 48
4. Compression - masonry core <sup>C</sup>	\$ 50
5. Compression - masonry prisms 8"x8" – ASTM C1314 (other sizes by quote – may require cutting charge)	\$ 154
6. Compression - masonry unit, 3 required – ASTM C140 <sup>D</sup> (requires absorption/unit weight tests for Net Area)	\$ 82
7. Dimensions – masonry unit, 3 required <sup>D</sup>	\$ 44
8. Compression test, grout specimens	\$ 35
9. Compression test, mortar specimens	\$ 35
10. Diamond sawing of masonry specimens, if required (minimum)	\$ 30
11. Efflorescence, first unit @ \$200, each additional @	\$ 60
12. Linear shrinkage, masonry unit, 3 required – ASTM C426 <sup>E</sup>	\$ 105
13. Masonry Prism Pickup (ea.)	\$ 50
14. Masonry Unit Acceptance Test – ASTM C140 <sup>D</sup> (includes absorption, compression, dimensions, unit weight)	\$ 595
15. Mortar Aggregate Ratio – ASTM C780 (A4) <sup>B</sup>	\$ 285
16. Modulus of rupture, brick, 5 required – ASTM C67 <sup>D</sup>	\$ 65
17. Moisture content - masonry unit (as received), 3 req'd – ASTM C140 <sup>D</sup>	\$ 45
18. Shear test on masonry core – CBC 2105A.4 <sup>B</sup>	\$ 115
19. Tensile test on masonry block	\$ 245
20. Unit weight, masonry unit, 3 required – ASTM C140 <sup>D</sup>	\$ 48
21. Visual Examination & Photo-document Core – CBC 2105A.4 <sup>B</sup>	\$ 48

A,B,C,D,E Standard Turn-Around-Times (where applicable in superscript):

A – 3 working days      B – 5 working days      C – 7 working days  
D – 10 working days      E – >10 working days

TAT indicates testing time under typical conditions and is subject to change.

## V. LAB TESTS: REINFORCING & STRUCTURAL STEEL

### A. General Testing

1. Processing mill certification (each size & heat)	\$20 ea.
2. Rockwell or Brinell Hardness, average of three readings	\$35 ea.
3. Zinc coating, each item (includes Haz Mat Fee) <sup>C</sup>	\$215

### B. Reinforcing Steel

1. Deformation, reinforcing steel <sup>C</sup>	\$60
2. Pre-stress, strand or wire, tensile & elongation <sup>D</sup>	Per Quote
3. Proof test on post-tension assembly	Per Quote
4. Bend Test (rebar) <sup>C</sup>	\$50
5. Tensile test (rebar), up to & including #8 <sup>C</sup>	\$55
6. Tensile test (rebar) #9, #10, #11 <sup>D</sup>	\$95
7. Tensile test (rebar) #14, #18 <sup>D</sup>	\$215
8. Rebar Mechanical Coupler (Tension) Test (up to #11 bar) <sup>D</sup>	\$215

### C. Structural Steel

1. Cutting & machining charges	cost + 15%
2. Bend test, structural, all sizes	\$75
3. Tensile test, structural, <3/4" cross-section (cutting & machining extra)*	\$75
4. Tensile test, structural, >3/4" cross-section (cutting & machining extra)*	\$125
5. Flattening test of pipe	\$65

\*Tensile and yield by percent offset, add \$85

### D. High Strength Bolts

1. DSA-Certified High Strength Bolt Set ea. (Bolt, Nut, & Washer) <sup>D</sup>	\$ 335
2. Bolts – proof load (non-DSA) <sup>D</sup>	\$ 45
Bolts – ultimate load <sup>D</sup>	\$ 65
Bolts – hardness <sup>D</sup>	\$ 35
3. Nuts – proof load <sup>D</sup>	\$ 45
Nuts – hardness <sup>D</sup>	\$ 35
4. Washers – hardness <sup>D</sup>	\$ 35

### E. Welding Procedure and Welder Qualification Tests

	Coupon thickness (mild steel only)	to 3/8"	over 3/8"
1. Fracture bend (fillet)			\$45
2. Macroetch	\$55 ea.		
3. Free bend			\$65
4. Nick break	\$45 ea.	\$35	
5. Side, face or root bend	\$28 ea.	\$35	
6. Tensile	\$40 ea.	\$50	
7. Welder Qualification Records			\$115

*Includes evaluation of test specimens and preparation of Stamped Welder/Procedure Qualification Records per applicable code.*

\*Welder qualification examinations are given in our laboratory or at fabricator's shop with 4-hour minimum witnessing charge.

\*\*Fees listed are for tests only. Sample preparation, coupon machining, etc., will be charged at applicable hourly lab rates and cost plus 15% for Outside Direct Costs.

## VI. MISCELLANEOUS CONSTRUCTION MATERIALS TESTS

1. Calibration Certificates	Per Quote
2. Density of Sprayed Fireproofing	\$85
3. Roof Tile Strength	\$95
4. Roof Tile Absorption	\$75
5. Roof Cut Tests (total weight only)	\$85
6. Jobsite Trailer or Mobile Laboratory	Per Quote
7. Universal Testing Machine (Hourly)	\$210
8. Ground Rod Test (plus travel)	\$175

## VII. ASPHALT & ASPHALTIC CONCRETE

### A. Emulsions And Slurry Seals

1. Consistency test – ASTM D3910 <sup>A</sup>	\$95
2. pH determination <sup>B</sup>	\$75
3. Oven cook off (% residue) <sup>A</sup>	\$100
4. Solids content by evaporation and ignition extraction (slurry) <sup>A</sup>	\$225
5. Wet Track Abrasion – ASTM D3910 (prep. not included) <sup>A</sup>	\$270

### B. Asphaltic Concrete, Aggregate And Mixes

1. Bulk Specific Gravity (HVEEM – 3 pt. LTMD) CT308 / T166 <sup>A</sup>	\$220
2. Coring of asphaltic concrete – See Section E Diamond Coring	
3. Extraction, % bitumen and sieve analysis	
Ignition Oven Method – CTM 382, 202 <sup>A</sup>	\$235
Solvent Extraction Method – ASTM D2172 <sup>B</sup>	\$395
4. Extraction, % bitumen only	
Ignition Oven Method – CTM 382 <sup>A</sup>	\$155
Solvent Extraction Method – ASTM 2172 <sup>B</sup>	\$305
5. Film stripping – CTM 302 <sup>C</sup>	\$165
6. Gyrotory Compaction, 6" specimen, Lab Mix* – AASHTO T312 <sup>B</sup>	\$350
7. Gyrotory Compaction, 6" specimen, Plant Mix* – AASHTO T312 <sup>B</sup>	\$300
* Add \$110 for Asphalt Rubber	
8. Hamburg Wheel Track – AASHTO T324 <sup>B</sup>	\$1,450
9. Ignition Oven Correction Factor – CTM 382 <sup>B</sup>	\$650
10. Marshall - Stability and flow (core) – ASTM D1559 <sup>A</sup>	\$125
11. Marshall - Stability and flow (bulk) – ASTM D1559 <sup>B</sup>	\$325
12. Marshall - Specific Gravity <sup>A</sup>	\$225
13. Mix proportion - Marshall Method <sup>D</sup>	\$2,900
with R.A.P. <sup>E</sup>	\$3,700
14. Mix proportion - HVEEM Method <sup>D</sup>	\$2,700
with R.A.P. <sup>E</sup>	\$3,500
15. Theoretical Maximum Specific Gravity (RICE) – D-2041, CT 309 <sup>A</sup>	\$200
16. Moisture content – ASTM D-1461 <sup>A</sup>	\$115
17. Recovery of Extracted Asphalt (extraction only) - ASTM D5404 <sup>D</sup>	\$250
18. Recovery of rubber from ARHM extraction <sup>D</sup>	\$315
19. Specific gravity of core – ASTM D2726 <sup>A</sup>	\$60
20. HVEEM Stabilometer test on premixed sample – CTM 366 <sup>A</sup>	\$185
Stabilometer test and mixing of sample <sup>B</sup>	\$400
21. Surface Abrasion – CTM 360 <sup>C</sup>	\$525
22. Resistance to Moisture Induced Damage (untreated) – T-283, CT 371 <sup>D</sup>	\$2,650
23. Resistance to Moisture Induced Damage (lime) – T-283, CT 371 <sup>D</sup>	\$1,850

NOTE: Where prices are listed for mix proportions, the necessary specific gravity tests and sieve analyses are included; however, aggregate and asphalt qualification tests are not.

<sup>A,B,C,D,E</sup> **Standard Turn-Around-Times:** (where applicable TAT indicated in superscript following method):

A – 3 working days; B – 5 working days; C – 7 working days;  
D – 10 working days; E – >10 working days

Standard TAT indicates anticipated testing time under typical conditions and is subject to change. RUSH TAT prioritizes testing over other samples. PRIORITY TAT dedicates technician to complete test as quickly as possible per the method specifications – hourly charges will apply for weekend or holiday work.

**ADDITIONAL TESTS:** NV5 performs a broad spectrum of field and laboratory testing. This Fee Schedule lists only the most common tests performed. For information regarding additional testing services, please contact our laboratory.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.4.k. 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
CL24443	Noah Siff	Student Worker Food Service	11/13/2019	Fund 130	\$12.00	OPHS
CL24444	Tianna Sondgeroth	Walk-On-Coach - Not to Exceed \$3,500.00	12/9/2019	Coaches, Athletics	TBD	OPHS
CL24445	Austin Smith	Walk-On-Coach - Not to Exceed \$3,500.00	12/9/2019	Coaches, Athletics	TBD	OPHS
CL24446	Alfonso Rivera	Substitute Custodian	12/9/2019	General	\$19.63	DO
CL24447	Alyssa Marvay-Jones	Data Systems Support Specialist	1/6/2020	General	\$28.24	DO

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24448	Maggie Rojas	Measure S Account-Ability Program	12/1/2019	Fund 211	\$6,500.00	DO
CL24449	Ashley Palmieri	Behavior Specialist Support	8/1/2019	Special Ed	\$1,440.00	DO
CL24450	Audrey Israel	Debate Club Coach	8/6/2019	PFA	\$1,000.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24451	Sebrena Netherland	Instructional Assistant I - Reading LOA	11/4/2019	General	\$20.37	MCMS
CL24452	Rachel Oaks	Instructional Assistant II SpEd LOA Medical	11/11/2019	Special Ed	\$20.81	OPHS
CL24453	Mary Klamecki	Food Services Manager Medical LOA	11/4/2019	Fund 130	\$21.05	MCMS
CL24454	Sharareh Zamani	Food Service Assistant I Working out of class Food Services Manager	11/4/2019	Fund 130	\$21.05	MCMS
CL24455	Traci Baron	Campus Supervisor Sub to Campus Supervisor at OPHS	12/2/2019	General	\$19.72	OPHS
CL24456	Anna Stebbins	Food Service Manager from Food Service Assistant I + Increase hrs	12/2/2019	Fund 130	\$21.05	Elementary Sites

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24457	Jennifer Tamaddon	Campus Supervisor	11/19/2019	Termination	\$18.60	BES

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.4.k. 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	
01CE09975	Janet Brown	Guest Teacher	11/1/2019	General	DO	
01CE09976	Lynnette Dovarro	Guest Teacher	12/2/2019	General	DO	

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09977	KC Kelem	Curriculum Writing Physical Science	8/28/2019	CSI Acct	\$ 800.00	OVHS
01CE09978	Casey Webb	Post Season Varsity Football	11/08-11/23/19	ASB	\$ 200.00	OPHS
01CE09979	Steve White	Post Season Varsity X-Country	11/08-11/23/19	ASB	\$ 200.00	OPHS
01CE09980	Russ Peters	Post Season Game Mgr Football	11/08-11/23/19	ASB	\$ 175.00	OPHS
01CE09981	Victor Anderson	Class Size Overage	10/1-11/30/19	General	\$ 123.00	OPHS
01CE09982	Tim Chevalier	Class Size Overage	10/1-11/30/19	General	\$ 117.00	OPHS
01CE09983	Leslie Miller	Class Size Overage	10/1-11/30/19	General	\$ 106.00	OPHS
01CE09984	Brenda Pasqua	Class Size Overage	10/1-11/30/19	General	\$ 35.00	OPHS
01CE09985	Russ Peters	Class Size Overage	10/1-11/30/19	General	\$ 45.00	OPHS
01CE09986	Jessica Wall	Class Size Overage	10/1-11/30/19	General	\$ 69.00	OPHS
01CE09987	Michelle Gould	Class Size Overage	11-1/11-30-19	General	\$ 50.00	OHES
01CE09988	Stephanie Love	Class Size Overage	11-1/11-30-19	General	\$ 25.00	OHES
01CE09989	Allison Shapiro	Class Size Overage	11-1/11-30-19	General	\$ 25.00	OHES
01CE09990	Keri Liberman	Class Size Overage	11-1/11-30-19	General	\$ 25.00	OHES
01CE09991	Lianne Arnold	Class Size Overage	11-1/11-30-19	General	\$ 25.00	OHES
01CE09992	Lauren Cantillon	Class Size Overage	11-1/11-30-19	General	\$ 25.00	OHES
01CE09993	Joy Reints	Class Size Overage	11-1/11-30-19	General	\$ 50.00	OHES
01CE09994	Annino/Lee	Class Size Overage	11-1/11-30-19	General	\$ 50.00	BES
01CE09995	Cynthia Morrow	Class Size Overage	11-1/11-30-19	General	\$ 25.00	BES
01CE09996	Brandie Pryor	Class Size Overage	11-1/11-30-19	General	\$ 25.00	BES
01CE09997	Tawnya Watson	Class Size Overage	11-1/11-30-19	General	\$ 25.00	BES

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 17, 2019**  
**SUBJECT: A.2.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

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**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Site	
01CE09998	Stew McGugan	Director Student Support & School Safety to Assistant Superintendent HR	7/1/2020	General	DO	
01CE09999	Roni Hernandez	Parental Leave	12/2/2019	General	MCMS	

**SEPARATION**

Number	Name	Position	Effective Date	Separation	Salary	Site
01CE10000	Beth Barber	Elementary Teacher - 39-Month rehire	1/13/2020	Resignation		BES
01CE10001	Leslie Heilbron	Retirement - Ass't Superintendent HR	6/30/2019	Retirement		DO

Prepared by:  
Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

**SUBJECT: VIII.1. MONTH 3 ENROLLMENT AND ATTENDANCE REPORT**  
**INFORMATION**

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 3 of the 2019-20 school year?

**BACKGROUND:** As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

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

**RECOMMENDATION:** None. Information only.

Prepared by: Lynn Framer, Senior Accountant  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

Month 3: September 30, 2019 - October 25, 2019										Year to Date: August 5, 2019 - October 25, 2019									
	Enrollment Comparison			ADA Comparison			ADA% Comparison				Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2019-20	2018-19	Variance	2019-20	2018-19	Variance	2019-20	2018-19	Variance		2019-20	2018-19	Variance	2019-20	2018-19	Variance	2019-20	2018-19	Variance
BES										BES									
K	107	96	11	102.18	91.21	10.97	95.50%	95.01%	0.48%	K	107	96	11	103.17	93.41	9.76	96.42%	97.30%	-0.88%
1	79	84	(5)	75.47	82.47	(7.00)	95.53%	98.18%	-2.65%	1	79	84	(5)	77.04	82.22	(5.18)	97.52%	97.88%	-0.36%
2	105	85	20	101.06	83.47	17.59	96.25%	98.20%	-1.95%	2	105	85	20	99.65	83.74	15.91	94.90%	98.52%	-3.61%
3	93	82	11	90.53	79.00	11.53	97.34%	96.34%	1.00%	3	93	82	11	89.02	78.89	10.13	95.72%	96.21%	-0.49%
4	94	97	(3)	90.00	96.11	(6.11)	95.74%	99.08%	-3.34%	4	94	97	(3)	90.35	96.67	(6.32)	96.12%	99.66%	-3.54%
5	113	125	(12)	109.76	122.26	(12.50)	97.13%	97.81%	-0.68%	5	113	125	(12)	108.93	122.00	(13.07)	96.40%	97.60%	-1.20%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	591	569	22	569.00	554.52	14.48	96.28%	97.46%	-1.18%	Total	591	569	22	568.16	556.93	11.23	96.14%	97.88%	-1.74%
OHES										OHES									
K	100	95	5	97.35	91.37	5.98	97.35%	96.18%	1.17%	K	100	95	5	96.51	90.11	6.40	96.51%	94.85%	1.66%
1	81	87	(6)	79.12	83.89	(4.77)	97.68%	96.43%	1.25%	1	81	87	(6)	79.07	83.78	(4.71)	97.62%	96.30%	1.32%
2	78	82	(4)	76.65	80.84	(4.19)	98.27%	98.59%	-0.32%	2	78	82	(4)	77.25	81.22	(3.97)	99.04%	99.05%	-0.01%
3	82	79	3	79.29	77.79	1.50	96.70%	98.47%	-1.77%	3	82	79	3	79.38	76.41	2.97	96.80%	96.72%	0.08%
4	80	95	(15)	78.53	93.42	(14.89)	98.16%	98.34%	-0.17%	4	80	95	(15)	77.93	92.80	(14.87)	97.41%	97.68%	-0.27%
5	95	98	(3)	92.29	95.32	(3.03)	97.15%	97.27%	-0.12%	5	95	98	(3)	91.91	96.00	(4.09)	96.75%	97.96%	-1.21%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	516	536	(20)	503.23	522.63	(19.40)	97.53%	97.51%	0.02%	Total	516	536	(20)	502.05	520.32	(18.27)	97.30%	97.07%	0.22%
ROES										ROES									
K	129	118	11	123.06	111.37	11.69	95.40%	94.38%	1.01%	K	129	118	11	124.58	112.42	12.16	96.57%	95.27%	1.30%
1	108	86	22	104.71	83.74	20.97	96.95%	97.37%	-0.42%	1	108	86	22	103.98	84.02	19.96	96.28%	97.70%	-1.42%
2	84	86	(2)	82.47	83.47	(1.00)	98.18%	97.06%	1.12%	2	84	86	(2)	82.65	84.11	(1.46)	98.39%	97.80%	0.59%
3	84	107	(23)	81.00	104.79	(23.79)	96.43%	97.93%	-1.51%	3	84	107	(23)	82.20	103.22	(21.02)	97.86%	96.47%	1.39%
4	112	97	15	109.41	95.84	13.57	97.69%	98.80%	-1.12%	4	112	97	15	109.13	95.52	13.61	97.44%	98.47%	-1.04%
5	94	97	(3)	91.53	95.63	(4.10)	97.37%	98.59%	-1.22%	5	94	97	(3)	91.25	95.44	(4.19)	97.07%	98.39%	-1.32%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	611	591	20	592.18	574.84	17.34	96.92%	97.27%	-0.35%	Total	611	591	20	593.79	574.73	19.06	97.18%	97.25%	-0.06%
MCMS										MCMS									
6	368	356	12	359.94	347.95	11.99	97.81%	97.74%	0.07%	6	368	356	12	362.00	348.31	13.69	98.37%	97.84%	0.53%
7	355	349	6	345.39	343.95	1.44	97.29%	98.55%	-1.26%	7	355	349	6	347.50	343.75	3.75	97.89%	98.50%	-0.61%
8	359	383	(24)	349.56	373.75	(24.19)	97.37%	97.58%	-0.21%	8	359	383	(24)	350.54	375.57	(25.03)	97.64%	98.06%	-0.42%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	1,082	1,088	(6)	1,054.89	1,065.65	(10.76)	97.49%	97.95%	-0.45%	Total	1,082	1,088	(6)	1,060.04	1,067.63	(7.59)	97.97%	98.13%	-0.16%
OPHS										OPHS									
9	390	402	(12)	379.78	392.25	(12.47)	97.38%	97.57%	-0.20%	9	390	402	(12)	382.82	394.75	(11.93)	98.16%	98.20%	-0.04%
10	393	400	(7)	382.06	389.15	(7.09)	97.22%	97.29%	-0.07%	10	393	400	(7)	384.98	391.07	(6.09)	97.96%	97.77%	0.19%
11	380	366	14	358.22	355.05	3.17	94.27%	97.01%	-2.74%	11	380	366	14	368.57	356.00	12.57	96.99%	97.27%	-0.28%
12	350	382	(32)	335.06	365.80	(30.74)	95.73%	95.76%	-0.03%	12	350	382	(32)	338.52	368.27	(29.75)	96.72%	96.41%	0.31%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	1,513	1,550	(37)	1,455.12	1,502.25	(47.13)	96.17%	96.92%	-0.74%	Total	1,513	1,550	(37)	1,474.89	1,510.09	(35.20)	97.48%	97.43%	0.06%
OVHS										OVHS									
10-12	37	36	1	35.73	33.42	2.31	96.57%	92.83%	3.73%	10-12	37	39	(2)	34.59	33.17	1.42	93.49%	85.05%	8.44%
OPIS										OPIS									
K-12	166	208	(42)	162.94	201.55	(38.61)	98.16%	96.90%	1.26%	K-12	166	208	(42)	158.96	203.11	(44.15)	95.76%	97.65%	-1.89%
Other***	1	3	(2)	2.28	2.1	0.18				Other***	1	3	(2)	2.28	2.1	0.18			
Total	4,517	4,581	(64)	4,375.37	4,456.96	(81.59)	96.86%	97.29%	-0.43%	Total	4,517	4,584	(67)	4,394.76	4,468.08	(73.32)	97.29%	97.47%	-0.18%

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 17, 2019**

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

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**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through November 30, 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: 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

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
<b>Measure S Management</b>									
Measure S General Planning Services	155,160	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Program Management Salaries	802,914	283,629	1,086,543	1,086,543	-	849,414	237,128	Future	N PROGRESS
17-58S General Planning & Services	90,821	29,400	120,221	120,221	-	101,952	18,269	In Design	HED General Planning
Measure S- PM/CM Software, Equipment & Supplies	251,000	-	251,000	197,821	53,179	194,140	3,682	In Design	IN PROGRESS
Measure S General CM Services	462,811	-	462,811	448,730	14,081	448,730	-	In Design	IN PROGRESS
	<b>1,762,706</b>	<b>313,029</b>	<b>2,075,735</b>	<b>2,008,475</b>	<b>67,261</b>	<b>1,749,396</b>	<b>259,079</b>		
<b>Brookside Elementary School</b>									
17-32S Security Fencing	99,940	(41,450)	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	587,917	1,336,774	1,322,138	14,635	1,263,030	59,108	Closeout	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1	3,648,750	-	3,648,750	398,055	3,250,695	326,445	71,610	In Design	IN PROGRESS
	<b>4,510,947</b>	<b>546,467</b>	<b>5,057,414</b>	<b>1,792,084</b>	<b>3,265,330</b>	<b>1,661,365</b>	<b>130,718</b>		
<b>District Office</b>									
19-17S District Office Emergency Generator	65,625	-	65,625	22,840	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	12,416	12,416	-	12,416	-	In Close-Out	
	<b>78,041</b>	<b>-</b>	<b>78,041</b>	<b>35,056</b>	<b>42,985</b>	<b>25,806</b>	<b>9,250</b>		
<b>District Wide</b>									
17-49S Security Badge System Upgrade	9,586	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	282,274	(11,900)	60,545	221,730	In Construction	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	200,000	196,043	3,957	195,708	335	Future	
	<b>8,158,192</b>	<b>47,062</b>	<b>8,205,254</b>	<b>8,213,197</b>	<b>(7,943)</b>	<b>7,991,133</b>	<b>222,065</b>		
<b>King James Court</b>									
19-22S King James Court Debris Clearance	15,700	-	15,700	15,700	-	15,700	-	Complete	
	<b>15,700</b>	<b>-</b>	<b>15,700</b>	<b>15,700</b>	<b>-</b>	<b>15,700</b>	<b>-</b>		
<b>Medea Creek Middle School</b>									
17-23S Roof Replacement	83,000	(22,684)	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	1,506,394	1,569,047	(62,653)	1,568,747	300	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,964,569	-	4,964,569	461,625	4,502,944	371,124	90,501	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	60,845	60,845	-	60,845	-	Completion	
	<b>7,345,698</b>	<b>98,598</b>	<b>7,444,296</b>	<b>3,015,773</b>	<b>4,428,523</b>	<b>2,905,665</b>	<b>110,108</b>		
<b>Oak Hills Elementary School</b>									
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
18-19S/19-09S Add Modular Classrooms	4,824,000	-	4,824,000	571,163	4,252,837	203,914	367,250	In Design	IN PROGRESSaka Proj 19-09S
19-02S: Area Drain Improvements @ Rooms 8-11	13,640	(1,240)	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	97,812	-	97,812	98,109	(297)	98,109	-	In Close-Out	
19-13S OHES Fencing @ Park	135,042	0	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	19,223	19,223	-	19,223	-	In Close-Out	
	<b>5,297,905</b>	<b>(5,747)</b>	<b>5,292,158</b>	<b>1,019,083</b>	<b>4,273,075</b>	<b>651,659</b>	<b>367,424</b>		
<b>Oak Park High School</b>									
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-23S Tennis Court Resurfacing	44,084	-	44,084	44,084	-	44,084	-	In Construction	
	<b>1,211,768</b>	<b>(211,302)</b>	<b>1,000,466</b>	<b>925,785</b>	<b>74,681</b>	<b>925,785</b>	<b>-</b>		



# Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

## Budget vs. Commitments and Expenditures

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
<b>Oak Park High School</b>									
19-19S Art Court Phase II	250,000	-	250,000	84,686	165,314	79,953	4,734	In Construction	CO#1 FENCING - FENCE FACTORY
	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>84,686</b>	<b>165,314</b>	<b>79,953</b>	<b>4,734</b>		
<b>Oak Park Neighborhood School</b>									
19-08S OPNS Arch Svcs for DSA Certific	189,285	-	189,285	191,645	(2,360)	30,813	160,832	In Design	BOARD APPROVED 4/23/19
	<b>189,285</b>	<b>-</b>	<b>189,285</b>	<b>191,645</b>	<b>(2,360)</b>	<b>30,813</b>	<b>160,832</b>		
<b>Red Oak Elementary School</b>									
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement	6,021,482	-	6,021,482	516,149	5,505,333	346,468	169,681	In Planning	IN PROGRESS
19-01S MPR Structural Repairs	37,849	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(3,441)	148,440	130,400	18,040	130,400	-	In Construction	
19-16S ROES Phase 2 Safety/Security Fencing	75,873	-	75,873	69,315	6,558	69,315	-	In Close-Out	
	<b>6,299,044</b>	<b>(4,981)</b>	<b>6,294,063</b>	<b>764,132</b>	<b>5,529,931</b>	<b>594,451</b>	<b>169,681</b>		
<b>TECH</b>									
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,882	4,618	26,882	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	18,981	18,981	-	18,981	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	6,000	5,148	852	5,148	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgrm Grds 5-12	670,000	121,266	791,266	762,556	28,709	669,293	93,263	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2	250,000	-	250,000	251,335	(1,335)	219,247	32,088	In Construction	BOARD APPROVED 6-4-19
	<b>2,308,932</b>	<b>187,933</b>	<b>2,496,864</b>	<b>2,267,515</b>	<b>229,349</b>	<b>2,120,872</b>	<b>146,644</b>		
<b>Totals</b>	<b>37,428,218</b>	<b>971,058</b>	<b>38,399,276</b>	<b>20,333,131</b>	<b>18,066,146</b>	<b>18,752,598</b>	<b>1,580,533</b>		