

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #987

DATE: January 21, 2020

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

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

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

BOARD OF EDUCATION

Barbara Laifman, President

Allen Rosen, Vice President

Drew Hazelton, Clerk

Derek Ross, Member

Denise Helfstein, Member

Anna Stephens, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Ragini Aggarwal, Executive Assistant

Adam Rauch, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Dr. Jay Greenlinger, Director Curriculum and Instruction

Enoch Kwok, Director, Educational Technology & Information Systems

Susan Roberts, Director, Pupil Services

Stewart McGugan, Director, Student Support and School Safety

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

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

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

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, February 18, 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 Satinwood Ave.

Oak Hills Elementary School, 1010 Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 Kanan Rd.

Oak View High School, 5701 Conifer St

Oak Park Library, 899 Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #987
January 21, 2020**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code §54957)

B. PUBLIC EMPLOYEE EMPLOYMENT (Government Code 54957): Student Worker
Food Service Instruction Assistant I Grade K Temp, Walk-on-Coaches, College & Career
Center Technician Full Time, Custodian Substitute, Guest Teachers

C. SUPERINTENDENT EVALUATION (Gov. Code §54957): Superintendent's Goals
for 2019-2020 Midyear review

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Remarks from Student Board Member
3. Remarks from Superintendent
4. Report from Oak Park Education Foundation

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Organizational Board Meeting December 17, 2019](#)
Board Bylaw 9324 requires Board approval of minutes from previous meeting
- b. [Public Employee/Employment Changes CL24458- CL24476 & 01CE10002-01CE10047](#)
Board approval required for public employee employment and changes
- c. [Approve Purchase Orders – December 1 - December 31, 2019](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Quarterly Report on Williams Uniform Complaints – January 2020](#)
Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment, or facility conditions
- e. [Approve Out of State Travel for Certificated Employees to Attend the National Council of Teachers in Mathematics Conference in Chicago, IL April 1-4, 2020](#)
Board Policy 3350 requires Board approval for employees out of state travel
- f. [Accept 2019-2020 First Period Attendance Report](#)
Education Code 41601 requires Board approval of District's ADA for all full school months during the period between July 1 and December 31.
- g. [Approve Notice of Completion for Measure S Project 19-24S Installation of Additional Security Cameras Districtwide Phase 4](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- h. [Approve Notice of Completion for Measure S Project 19-27S Repair Wood Columns at Oak Park High School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- i. [Approve Notice of Completion for Measure S Project 19-28S Extend Shared Wall in Room 216 at Brookside Elementary School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- j. [Approve Notice of Completion for Measure S Project 19-30S Extend Height of Playground Fence at Brookside Elementary School](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- k. [Approve Overnight Trip for Oak Park High School Thespian Club – February 21-22, 2020 Chapman College, Orange, CA](#)
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS SERVICES

- a. [Accept Annual Audit Report for Fiscal Year 2018-19](#)
Education Code 41020 and Board Policy 3460 require the Board to approve the annual audit report of the district's financial records
- b. [Approve Resolution #2020-01 Pupil Attendance Alternatives AB 99 – District of Choice \(DOC\) Space Availability for 2020-2021](#)
According to Education Code 48301, the Board shall establish the number of students who will be accepted for admittance into the district through this program.

c. Approve Acceptance of Donations

Board Policy 3290 requires Board approval for donations to the District or District Schools

d. Approve Submittal of California Department of Education Form J13A, Request for Allowance of Attendance Due to Emergency Conditions

Education Code 41422 requires Board approval to submit Form J13A required to request allowance of attendance due to school closures in emergency conditions

e. Approve Measure S Project 20-01S Next Generation Mac Laptop Pilot

Board Approval required for project funded by Measure S Bond Fund

f. Approve Measure S Project 20-02S Interactive Flat Panel Displays for Elementary School Creativity & Innovation Labs

Board Approval required for project funded by Measure S Bond Fund

3. CURRICULUM AND INSTRUCTION

a. Approve Renewal of District's Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2019-2020

Board Policy 3312 requires Board approval for contracts for services

4. HUMAN RESOURCES

a. Approve the Revised Job Description and Salary Schedule Placement for the Position of Director of Student Support and School Safety

Board approval required for revising a job description and placement on the salary schedule for an administrative position

b. Approve 2021-2022 Classified Employees Holiday Calendar

Board approval required for Classified Employees Holiday calendar

5. BOARD

a. Midyear Review and Discussion of the Board Approved 2019-2020 District Goals

The Board will review the progress made towards achieving the District Goals which were approved by the Board in August 2019

6. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan – First Reading

Board Policy updated to delete the section on "Technical Assistance/Intervention," as that material is now addressed in BP 0520 - Intervention for Underperforming Schools. Paragraph added to generally address actions that may be taken whenever a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the local control and accountability plan (LCAP). Regulation updated to reflect NEW LAW (AB 1240) which adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses.

b. Approve Amendment to Board Policy and Administrative Regulation 3350 – Travel Expenses – First Reading

Board Policy updated to clarify the requirement for board approval for all employee out of state travel. Regulation updated to include details on travel reimbursement.

c. Approve Adoption of Board Policy and Amendment of Administrative Regulation 3515 – Campus Security – First Reading

Board Policy added to clarify that audio capability of surveillance equipment should be disabled in accordance with state law prohibiting the recording of conversations unless the

parties to the conversation may reasonably expect that the communication may be overheard or recorded, and to reflect a National Institute of Justice recommendation that signage state that the district's surveillance system may or may not be actively monitored. Regulation adds section on "Locks" reflecting requirement for state-funded new construction projects, as well as certain modernization projects, to include locks that allow classroom doors to be locked from the inside. Regulation also adds strategies to increase adult presence and supervision on campus and to provide staff training in emergency response.

d. Approve Amendment to Board Policy 5131 – Conduct – First Reading

Board Policy updated to reflect NEW LAW (AB 272) which authorizes boards to limit or prohibit, except under specified circumstances, student use of smartphones while at school or while under the supervision and control of a district employee. Details regarding student use of mobile communication devices moved to BP 5131.8 - Mobile Communication Devices.

e. Approve Adoption of New Board Policy 5131.8 – Mobile Communication Devices – First Reading

New policy reflects NEW LAW (AB 272) which authorizes boards to limit or prohibit student use of smartphones while at school or while under the supervision and control of a district employee, except under specified circumstances (i.e., in an emergency, with permission of teacher or administrator, when directed by student's health care provider, when required by student's individualized education program). Policy also addresses reasonable search of students' mobile communication devices, employees' authority to confiscate a device, and discipline for off-campus use of a mobile communication device which poses a threat of danger to the safety of students, staff, or district property or substantially disrupts school activities.

f. Approve Amendment to Board Policy and Administrative Regulation 5142 – Safety – First Reading

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

g. Approve Amendment to Board Policy and Administrative Regulation 6145.6 – International Exchange – First Reading

Board Policy updated to clarify the scope of the policy, separate material pertaining to district students studying in another country and material pertaining to international exchange students studying in district schools, and reflect CSBA Legal Guidance. Policy also addresses student eligibility, information to obtain from the placement organization, and methods that may be used to calculate the total cost of educating an international student for the purpose of determining tuition. Regulation reflects the requirement to provide the placement organization with written acceptance of a student's enrollment, clarifies that a student's enrollment may be for one semester or one year, and adds optional language regarding the provision of a school transcript.

VII. INFORMATION ITEMS

1. [Month 4 and 5 Enrollment and Attendance Report](#)
2. [Monthly Cash Flow Report](#)
3. [Monthly Measure S Status Report](#)
4. [Monthly General Fund Report](#)

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 12-17-19 #986
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 5:34 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 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

The Board adjourned to Closed Session at 5:35 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, and Anna Stephens, Student Board Member.

BOARD ABSENT

None

STAFF PRESENT

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

FLAG SALUTE

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 appointed Mr. Stew McGugan as Assistant Superintendent of Human Resources effective July 1, 2020. The Board took no other action in closed session.

ADOPTION OF AGENDA

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

OPEN COMMUNICATIONS/PRESENTATIONS

The Board recognized the Oak Park High School Varsity Football Team and their coaches for an outstanding season and for winning the Canyon League Championship with a 10-0 School record.

REPORT FROM BOARD MEMBERS

Board Member Derek Ross reported that he attended the Safe Kids Task Force Meeting, Safety and Security Meeting, and the K-5 Visual Arts Meeting.

Board Member Barbara Laifman reported that she attended the CSBA Education Conference and was a presenter at two sessions.

Board Member Allen Rosen reported that there was no MAC meeting in November and December. Allen congratulated outgoing President Denise Helfstein on a great year.

Board Member Drew Hazelton reported that he attended the Measure S Committee Meeting. Drew thanked Denise Helfstein for a wonderful year as President.

Board President, Denise Helfstein reported that she attended the VCSBA Dinner Meeting, Wellness Council Meeting, Curriculum Council Meeting, OPHS PFA Meeting, OPEF Executive Board Meeting, Safe Kids Task Force Meeting, the OPHS Band Winter Concert, and the OPEF Fundraiser at the Park Restaurant.

Anna Stephens reported that the students at the high school were busy with upcoming finals. Anna reported that there was high stress among the students due to finals and requested that the Board look at making student mental health and stress a priority.

Superintendent Tony Knight reported that he attended winter concerts. Student connectedness is very important, and the music and athletic programs help the students in connectedness.

Student Board Member, Anna Stephens left the meeting at 6:25 pm.

PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA

There were no public speakers on Non-Agenda Items

A.1. BOARD REORGANIZATION

a. Election of Officers of the Board of Education

On nomination of Denise Helfstein, seconded by Derek Ross, the Board of Education appointed Barbara Laifman, President of the Board for 2020. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

Ms. Barbara Laifman, newly elected Board President for 2020, assumed leadership of the meeting.

On nomination of Drew Hazelton, seconded by Denise Helfstein, the Board of Education appointed Allen Rosen, Vice President of the Board for 2020. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Derek Ross, seconded by Denise Helfstein, the Board of Education appointed Drew Hazelton, Clerk of the Board for 2020. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Proposed Board Meeting Schedule for Calendar Year 2020

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Board Meeting Schedule for Calendar Year 2020. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the appointment of Dr. Anthony W. Knight as the Secretary/Authorized Agent of the Board of Education. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

d. Approve Certification of Signatures

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Certification of Signatures. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On nomination of Barbara Laifman, seconded by Allen Rosen, the Board of Education appointed Denise Helfstein, School Board Representative to the County Committee on School District Organization. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

f. Confirmation and Designation of Board Representatives to District Committees

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved names of Board members to serve on District Committees during 2020. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

A.2. CONSENT AGENDA

On motion of Denise Helfstein seconded by Drew Hazelton, 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 November 17, 2019](#)
- b. [Approve Disposal of Surplus Equipment for Student Nutrition Program](#)
- c. [Approve Purchase Orders – November 1 – November 30, 2019](#)
- d. [Approve Overnight Trip for Oak Park High School Winter Sports Teams to CIF Playoffs](#)
- 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](#)
- f. [Approve Notice of Completion for Measure S Project 19-23S Oak Park High School Tennis Court Resurfacing](#)

On motion of Drew Hazelton, seconded by Denise Helfstein the Board voted to move item A.3.b. before Item A.3.a. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

A3. CURRICULUM

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

Principal Kevin Buchanan presented information on the practice of Reporting Weighted and Unweighted Grade Point Averages(GPA) on the OPHS transcripts - There were eleven public speakers who expressed concerns regarding the practice of not reporting a weighted GPA on the OPHS transcript. Counselors and staff from Oak Park High School were also present to answer any questions and take part in the discussion.

The Superintendent stated that he wanted time to discuss this matter with the District and High School Administrators and Counselors.

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

Dr. Jay Greenlinger shared the California School Dashboard and provided a local indicator update to the Board.

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

On motion of Drew Hazelton seconded by Derek Ross, the Board of Education authorized the Establishment of a Swim Program at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Denise Helfstein seconded by Allen Rosen, the Board of Education approved Agreement Between Ventura County Office of Education and Oak Park School District Library Support Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

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

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the District Instructional Calendar for 2021-2022. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

A4. BUSINESS SERVICES

a. Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2020-2021

On Motion Derek Ross, seconded Allen Rosen, Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2020-2021. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

b. Approve Agreement with Ventura County Office of Education Mental Health Services to Fund the Diversity and Equity Grant

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Agreement with Ventura County Office of Education Mental Health Services to Fund the Diversity and Equity Grant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

c. Approve Measure S Project 19-31S Raptor Visitor Management System Districtwide

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Measure S Project 19-31S Raptor Visitor Management System Districtwide. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

d. Approve Fiscal Year 2019-20 First Interim Financial Report, Certification and Budget Revisions

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Fiscal Year 2019-20 First Interim Financial Report, Certification and Budget Revisions. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Award of Contract Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education authorized and approved Award of Contract for Measure S Project 19-24S Installation of Additional Security Cameras Districtwide. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education ratified Award of Contract for Project 19-26S Renovate Building Exteriors at OVHS. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No - 0. Absent – Ross.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education. approved Amendment to Agreement for Program/Construction Management Services with Balfour Beatty Construction, Inc. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by drew Hazelton, the Board of Education approved Agreement for DSA Testing Services, Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Agreement for DSA Testing and Inspection Services, Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

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

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Public Employee/Employment Changes 01CL24443-01CL24457 & 01CE09975-01CE10001. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No - 0. Absent – 0. Board Member Allen Rosen recused himself.

OPEN DISCUSSION

On motion of Barbara Laifman, seconded by Drew Hazelton there being no further business before this Board, the Regular meeting is declared adjourned at 10:15 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24458	Elizabeth Sunseri	Walk-On-Coach - Not to Exceed \$3,500.00	1/10/2020	Coaches, Athletics	TBD	OPHS
CL24459	Julie Prince	College & Career Center Technician Full Time	1/6/2020	General	\$18.44	OPHS
CL24460	Jaden DelaCruz	Student Worker Food Service	12/6/2019	Fund 130	\$12.00	OPHS
CL24461	Denis Linares Arevalo	Custodian Substitute	12/20/2019	General	\$19.63	DO
CL24462	Jason Fichera	Walk-On-Coach - Not to Exceed \$3,500.00	1/6/2020	Coaches, Athletics	TBD	OPHS
CL24463	Alexa Gatti	Instructional Assistant I - Grade K Temp	1/6/2019	General	\$16.20	BES
CL24464	Ana Kuring	Instructional Assistant I - Grade K Temp	1/13/2020	General	\$17.14	BES

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24465	Allison Bellefontaine	ASL Club	1/14/2020	Stipend Misc.	\$125.00	MCMS
CL24466	Dick Billingsley	Assistant Athletic Director	1/6/2020	Coaches, Athletics	\$4,500.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24467	Paula Friedman	College & Career Center Technician from Full Time to Part Time	1/6/2020	OPEF	\$24.32	OPHS
CL24468	Sue Ann Dumpel	Campus Supervisor LOA Medical	12/2/2019	General	\$18.60	BES
CL24469	Rachel Fischbach	Instructional Assistant III - Behavior increase in hrs.	1/7/2020	Special Ed	\$19.84	OPHS
CL24470	Melissa Matthews	Clerical Sub - to Dept Clerk Sub	1/7/2020	General	\$18.54	DO
CL24471	Sebrena Netherland	Instructional Assistant I - Reading LOA extended to end of school yr	11/4/2019	General	\$20.37	MCMS
CL24472	Robin Nicastro	Food Services Assistant I - Cook Site Change from MCMS	1/6/2020	Fund 130	\$19.84	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24473	Madison Davis	Instructional Assistant II SpEd	12/20/2019	Resignation	\$18.54	OPHS
CL24474	Traci Baron	Campus Supervisor	12/27/2019	Resignation	\$19.72	OPHS
CL24475	Allan LaRuffa	Campus Supervisor	1/15/2020	Resignation	\$18.60	OPHS
CL24476	Laura Almada	Data Systems Support Specialist	2/28/2020	Retirement	\$33.63	DO
CL24477	Reigna Pierce	Instructional Assistant III - Behavior	1/29/2020	Resignation	\$22.30	OHES

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:	JANUARY 21, 2020				
SUBJECT:	B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT				
ISSUE:	APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS				

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site	
01CE10002	Robin Dowds	Guest Teacher	1/1/2020	General	District	
01CE10003	Jennifer Javadi	Guest Teacher	1/1/2020	General	District	
01CE10004	Jordyn Solny	Guest Teacher	1/2020	General	District	
01CE10005	Kari Share	Guest Teacher to Temp Contract	1/6/2020	General	BES	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10006	Carrie Jones	ASL Club	1/14-5/12/2020	General	\$ 125.00	MCMS
01CE10007	Kim Annino	Class Size Overages	12/2-12/20/20	General	\$ 75.00	BES
01CE10008	Barbie Lee	Class Size Overages	12/2-12/20/20	General	\$ 75.00	BES
01CE10009	Brandie Pryor	Class Size Overages	12/2-12/20/20	General	\$ 75.00	BES
01CE10010	Kellie Milbourn	Class Size Overages	12/2-12/20/20	General	\$ 75.00	BES
01CE10011	Michelle Gould	Class Size Overages	12/2-12/20/20	General	\$ 150.00	OHES
01CE10012	Stephanie Love	Class Size Overages	12/2-12/20/20	General	\$ 75.00	OHES
01CE10013	Allison Shapiro	Class Size Overages	12/2-12/20/20	General	\$ 75.00	OHES
01CE10014	Keri Liberman	Class Size Overages	12/2-12/20/20	General	\$ 75.00	OHES
01CE10015	Lianne Arnold	Class Size Overages	12/2-12/20/20	General	\$ 75.00	OHES
01CE10016	Lauren Cantillon	Class Size Overages	12/2-12/20/20	General	\$ 75.00	OHES
01CE10017	Joy Reints	Class Size Overages	12/2-12/20/20	General	\$ 150.00	OHES
01CE10018	Nina Johnson	Class Size Overages	12/2-12/20/20	General	\$ 150.00	ROES
01CE10019	Amy Buccino	Class Size Overages	12/2-12/20/20	General	\$ 150.00	ROES
01CE10020	Nicole Lo Bianco	Class Size Overages	12/2-12/20/20	General	\$ 60.00	ROES
01CE10021	Jennifer Bird	Class Size Overages	12/2-12/20/20	General	\$ 75.00	ROES
01CE10022	Marta Ewing	Class Size Overages	12/2-12/20/20	General	\$ 75.00	ROES
01CE10023	Patti Holland	Class Size Overages	12/2-12/20/20	General	\$ 150.00	ROES
01CE10024	Lynnae Gaeta	Class Size Overages	12/2-12/20/20	General	\$ 150.00	ROES
01CE10025	Grace McKeegan	Class Size Overages	12/2-12/20/20	General	\$ 140.00	ROES
01CE10026	Jan Sloane	Class Size Overages	12/2-12/20/20	General	\$ 130.00	ROES
01CE10027	Jamie Brown	Class Size Overages	12/2-12/20/20	General	\$ 150.00	ROES
01CE10028	Maureen McDowell	Class Size Overages	12/2-12/20/20	General	\$ 150.00	ROES

TO:	MEMBERS, BOARD OF EDUCATION				
FROM:	DR. ANTHONY W. KNIGHT, SUPERINTENDENT				
DATE:	JANUARY 21, 2020				
SUBJECT:	B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT				

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10029	Victor Anderson	Class Size Overages	12/2-12/20/20	General	\$ 43.00	OPHS
01CE10030	Tim Chevalier	Class Size Overages	12/2-12/20/20	General	\$ 42.00	OPHS
01CE10031	Leslie Miller	Class Size Overages	12/2-12/20/20	General	\$ 35.00	OPHS
01CE10032	Brenda Pasqua	Class Size Overages	12/2-12/20/20	General	\$ 14.00	OPHS
01CE10033	Jessica Wall	Class Size Overages	12/2-12/20/20	General	\$ 28.00	OPHS
01CE10034	Holly Baxter	Diversity & Equity Task Force	2019-2020	Grant	\$ 1,000.00	ROES
01CE10035	Jenny Charrett	Diversity & Equity Task Force	2019-2020	Grant	\$ 1,000.00	OPHS
01CE10036	Stephanie Perez	Diversity & Equity Task Force	2019-2020	Grant	\$ 1,000.00	MCMS
01CE10037	Samantha King	Diversity & Equity Task Force	2019-2020	Grant	\$ 1,000.00	BES
01CE10038	Alana Schulman	Diversity & Equity Task Force	2019-2020	Grant	\$ 1,000.00	OHES
01CE10039	Julie Ross	Diversity & Equity Task Force	2019-2020	Grant	\$ 1,000.00	OPHS
01CE10040	Holly Baxter	Coordinator D & E Task Force	2019-2020	Grant	\$ 10,000.00	District

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE10041	Maryannick Bovard	Medical Leave	1/29/2020	General	OPHS	
01CE10042	Kellie Gross	Medical Leave	1/6/2020	General	OPHS	
01CE10043	Lauren Heinrich	Maternity Leave	1/23/2020	General	OPHS	
01CE10044	Stacey Altman	Maternity Disability Leave	1/6/2020	General	BES	

SEPARATION

Number	Name	Position	Effective Date	Separation	Fund	Site
01CE10045	Ken Jones	Science Teacher	6/30/2020	Retirement	General	OPHS
01CE10046	Randy McLelland	Counselor	6/30/2020	Retirement	General	OPHS
01CE10047	Maria Jimenez	Secondary Special Ed	6/30/2020	Retirement	General	MCMS

Prepared by:

Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.

Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – DECEMBER 1 THROUGH 31, 2019

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period December 1 through 31, 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,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 12/01/2019 - 12/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4200	Other Books and Reference Mate				
P20-00399	BE Publishing	005	MCMS Food Truck Entrepreneur Textbook	010-4200	2,319.97
Total:010-4200 Other Books and Reference Mate					2,319.97
010-4320	Athletics Materials and Suppli				
P20-00429	Performance Health Supply dba Medco Supplyg Serv	013	Ath/Ath Training/Mat & Suppl.	010-4320	1,751.71
Total:010-4320 Athletics Materials and Suppli					1,751.71
010-4330	Other Materials and Supplies N				
B20-00012	Graphaids	012	PFA: Art Supplies	010-4330	3,500.00
B20-00057	Graphaids	013	VCI/Design Visual Artst/Mat & Supplies	010-4330	1,000.00
B20-00173	Do-It Center	004	2019-2020 Supplies for Maintenance & Op	010-4330	4,000.00
B20-00188	Document Systems	004	2019- 2020 Color Copies and Staples	010-4330	7,270.00
B20-00259	Global Industries	004	2017/18 Open PO for Supplies/Equipment	010-4330	600.00
B20-00260	Jared Luke Kira DBA Deo Volent e Industries	001	Rocket Team Tshirts/Hoodies for 2019-2020	010-4330	2,500.00
P20-00397	Naviance, Inc	024	Naviance Renwal	010-4330	1,200.00
P20-00401	Salinas & Sons Rooter Service	004	Clean out drain in F Building at OPHS	010-4330	775.00
P20-00402	Salinas & Sons Rooter Service	004	Clean out sink line in Staff Lounge at ROES	010-4330	825.00
P20-00404	Precision Plumbing	004	Supply and install closet ring at OPHS Snack Shack	010-4330	1,040.67
P20-00425	Don Johnston Product	000	SpEd Snap & Read license Subscription Renewal	010-4330	3,778.92
P20-00427	Document Systems	000	Pupil Services - color printer toner replacement	010-4330	664.95
Total:010-4330 Other Materials and Supplies N					27,154.54
010-4410	Equipment New Non-Capitalized				
B20-00018	NICK RAIL MUSIC	012	PFA: Open PO for Instrument Repairs	010-4410	4,381.16
Total:010-4410 Equipment New Non-Capitalized					4,381.16
010-5200	Travel and Conference				
P20-00392	CUE Gold Coast	005	GoldCoast CUE Techtober Conference	010-5200	150.00
P20-00393	Boomerang Project (The)	012	PFA: WEB Training	010-5200	4,275.00
Total:010-5200 Travel and Conference					4,425.00
010-5540	Water Utility Service				
B20-00151	Triunfo Cty San Dist	004	2019-2020 Water Utility	010-5540	218,367.12
Total:010-5540 Water Utility Service					218,367.12
010-5600	Rents, Leases, and Repairs				

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 4

Includes Purchase Orders dated 12/01/2019 - 12/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B20-00018	NICK RAIL MUSIC	012	PFA: Open PO for Instrument Repairs	010-5600	1,000.00
B20-00257	Sports Facilities Group	004	Annual Maintenance Bleachers/Seating OPHS	010-5600	6,200.00
B20-00258	Sports Facilities Group	004	2019 Annual Maint Bleachers/BBall BStops @MCMS	010-5600	2,950.00
P20-00383	Omega Construction Company	004	Repair ES Room 101 Wall per Proposal	010-5600	1,970.00
P20-00384	Reliable Floor Coverings, Inc	004	Replace Carpet Tiles Safety Hazard	010-5600	5,692.00
P20-00385	Courtyard Construction, Inc. d ba Got Shade	004	ROES Shade Sails	010-5600	8,650.00
P20-00387	REC Solar Commercial Corp	004	Replace Solar Inverter at BES	010-5600	4,357.76
P20-00403	Thousand Oaks Electric	004	Theatre ballasts/LED lamps at Oak Park High School	010-5600	2,885.00
P20-00405	REC Solar Commercial Corp	004	Troubleshoot solar panel issues at multiple sites	010-5600	2,201.64
P20-00406	REC Solar Commercial Corp	004	Troubleshoot solar panel issues at multiple sites	010-5600	2,274.65
P20-00408	Thousand Oaks Electric	004	Install Power & Motion Sensor Light at BES	010-5600	585.00
P20-00409	Thousand Oaks Electric	004	Install electrical amps for hot water @OPHS	010-5600	2,435.00
P20-00414	Edgar Garza dba Edgar Garza Co nstruction	004	Remove/replace concrete slab tripping hazard@MCMS	010-5600	3,500.00
Total:010-5600 Rents, Leases, and Repairs					44,701.05
010-5820	Other Operating Expense				
P20-00363	Southwinds Transportation	010	Buses for 5th Grade Field Trip to Reagan Library	010-5820	1,591.80
P20-00386	Rosetta Stone Language Learnin	005	Rosetta Stone for K-5 EL Teachers	010-5820	4,650.00
P20-00388	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	010	Buses for 1st Field Trip to T.O. Civic Arts Plaza	010-5820	1,000.00
P20-00389	Boston Tea Party A Revolutionary Experience	010	5th Grade Boston Tea Party Skpye Experience	010-5820	500.00
P20-00390	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	010	Buses for 2nd Field Trip to Malibu Creek	010-5820	1,000.00
P20-00391	Create Studio Fun LLC	009	Donation 4th grade	010-5820	790.00
P20-00394	City Of Ventura Parks & Rec. P RCP Department	011	Field trip, 4th grade, Olivas Adobe	010-5820	990.00
P20-00395	Southwinds Transportation	011	Field trip, 4th grade, Olivas Adobe	010-5820	1,471.80
P20-00396	Audrey Walzer dba Camarillo Yo ga Center	005	Functional Yoga for OPUSD	010-5820	4,550.00
P20-00410	Mrs. Nelson's Library Services	012	DISC: Obsolete Text Disposal	010-5820	100.00
P20-00413	Southwinds Transportation	012	Disc: Band Transportation	010-5820	570.60
P20-00416	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2006 Series 2007	010-5820	847.00
P20-00417	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2016, Series B	010-5820	800.00

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

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Includes Purchase Orders dated 12/01/2019 - 12/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P20-00419	AAA Camps, LP DBA Valley Trail s Summer Camp	011	4th gr. field trip VT Ranch	010-5820	1,268.00
P20-00422	ETS	005	18-19 Summative ELPAC Excess Materials	010-5820	348.99
P20-00423	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	009	Donation Various Bus trips	010-5820	3,760.00
P20-00424	Underwood Family Farms at Tier ra Rejada	009	Donation - K - Underwood Farms	010-5820	672.00
P20-00428	AML Global American Language Services	000	IEP Meeting (MCMS) - Interpreter	010-5820	515.88
P20-00430	Pearl Iizuka	004	Consulting Services Business Office	010-5820	1,625.00
Total:010-5820 Other Operating Expense					27,051.07
010-5900	Telephone and Communications				
TB20-00011	Federal Express Corp.	007	Blanket PO for shipping charges	010-5900	300.00
Total:010-5900 Telephone and Communications					300.00
211-4410	Equipment New Non-Capitalized				
P20-00358	Geil Kilns	004	Proj 19-19S Art Court Kiln Equip & Install	211-4410	49,482.51
P20-00360	Shrevport Ceramics Supply, Inc .	004	Proj 19-19S Art Court Paragon Kiln OPHS	211-4410	29,608.12
P20-00398	Kilnfrog, LLC	004	Proj 19-19S Grinder and Disc for Art Court @OPHS	211-4410	7,567.62
P20-00421	McMaster-Carr Company	004	Proj 19-19S Casters for Kiln in Art Court @OPHS	211-4410	116.77
T20-00014	Blue Violet Networks, LLC	007	Proj. 19-24S Security Cameras - Phase 4	211-4410	37,841.53
Total:211-4410 Equipment New Non-Capitalized					124,616.55
211-6200	Bldg Projects-Budget				
P20-00432	CRATE Modular Inc	004	Proj 18-21S Fabrication of modular classrooms MCMS	211-6200	1,032,267.57
Total:211-6200 Bldg Projects-Budget					1,032,267.57
211-6209	Main Construction-Buildings				
P20-00400	Fence Factory	004	Proj 19-30S Extend Height of Kinder Fence @BES	211-6209	25,033.61
P20-00407	Edgar Garza dba Edgar Garza Construction	004	Proj 19-27S Repair Wood Columns @Oak Park HS	211-6209	19,655.00
P20-00411	Omega Construction Company	004	Proj 19-28S Extend Shared Wall Room216 @BES	211-6209	11,200.00
P20-00415	Omega Construction Company	004	Proj 19-26S Renovate Building Exteriors @OVHS	211-6209	142,100.00
Total:211-6209 Main Construction-Buildings					197,988.61
211-6251	DSA/CDE Fees				
P20-00420	DSA-LA Regional Office ATTN CARLOS ARAUJO	004	Proj 18-20S DSA Fees for Modular Classrooms ROES	211-6251	68,750.00

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

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Includes Purchase Orders dated 12/01/2019 - 12/31/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:211-6251 DSA/CDE Fees					68,750.00
211-6272	Construction Management Fees				
P20-00418	Balfour Beatty Construction	004	Const Mgmt Services 11/1-1/30/2019	211-6272	16,775.00
Total:211-6272 Construction Management Fees					16,775.00
211-6290	Inspection				
P20-00426	Inspection Service of Cal dba BPI Inspection Service	004	Proj 18-21S In Plant Inspection Services @MCMS	211-6290	24,700.00
Total:211-6290 Inspection					24,700.00
211-6400	Equipment \$5000+				
P20-00431	Raptor Technologies, LLC	004	Proj 19-31S School Safety Software Districtwide	211-6400	45,710.00
Total:211-6400 Equipment \$5000+					45,710.00
Total Number of POs				64	
				Total	1,841,259.35

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	50	330,451.62
211	Measure S Facilities & Tech	14	1,510,807.73
		Total	1,841,259.35

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4330	Other Materials and Supplies N			
B20-00149	17,245.80	010-4330	General Fund/Other Materials and Supplies N	19,754.20-
Total:010-4330 Other Materials and Supplies N				19,754.20-
Total PO Changes				19,754.20-

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

ESCAPE ONLINE

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TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT B.1.d. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JANUARY, 2020

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints – January 2020?

BACKGROUND: As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or members of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

Education Code 35186 requires the Superintendent or designee report to summarize data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the Quarterly Report on Williams Uniform Complaints – January 2020
2. Do not approve the Quarterly Report on Williams Uniform Complaints – January 2020

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	_____	_____	_____	_____

Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2019-20

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date: ☐ October 2019 (7/1/19 to 9/30/19)
(check one) ☒ January 2020 (10/1/19 to 12/31/19)
☐ April 2020 (1/1/20 to 3/31/20)
☐ July 2020 (4/1/20 to 6/30/20)

Date for information to be reported publicly at governing board meeting: January 21, 2020

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Totals	0		

Dr. Anthony W. Knight
Name of District Superintendent

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.1.e. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE NATIONAL COUNCIL OF TEACHERS IN MATHEMATICS APRIL 1-4, 2020, CHICAGO IL.

CONSENT

ISSUE: Shall the Board of Education approve out of state travel for certificated employees to attend the National Council of Teachers in Mathematics?

BACKGROUND: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. OPUSD is proposing to send Oak View High School teachers **Kc Kelem and Randi Liepman**, to the National Council of Teachers in Mathematics (April 1-4). Attending this conference will help develop strong strategies and best practices for teaching math. The staff members will learn new ideas for delivering instruction that engages students and addresses the most pressing needs within the school and district.

FISCAL IMPACT: The estimated cost of this conference is: Registration \$230+ Lodging \$800 + Airfare \$400 + meals \$400= \$1830 per person. Funding Source is the CSI Funds and is included in the 2019-2020 adopted budget.

ALTERNATIVES:

1. Approve out of state travel for certificated employees to attend National Council of Teachers in Mathematics.
2. Do not approve out of state travel for the certificated employees.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.1.f. ACCEPT 2019-2020 FIRST PERIOD ATTENDANCE REPORT

CONSENT

ISSUE: Shall the Board receive, review, and accept the 2019-2020 First Period (P-1) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the fourth school month?

BACKGROUND: The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year (usually Month 7). The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The first reporting period has concluded and the District's P-1 Report follows for the Board's information and review.

FISCAL IMPACT: None; the First Period Attendance Report is generated in compliance with Education Code requirements.

RECOMMENDATION: None - information only.

Prepared by: Lynn Framer, Senior Accountant
Byron Jones, Director of Fiscal 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	_____	_____	_____	_____

Certification

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-1

CDS CODE 56 73874

335A7E75

Transfer of Funds Alternative Rate Option

I hereby certify that, to the best of my knowledge; all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent:



Date:

12/31/19

County Superintendent of Schools:

Date:

Any inquiries concerning this report should be directed to:

CONTACT NAME Lynn Framer

PHONE (818) 735-3244 *

FAX (818) 865-8467

E-Mail lframer@opusd.org

Certification

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-1

CDS CODE 56 73874

5B42BFA3

Attendance School District

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent: _____

Date: 12/31/19

County Superintendent of Schools: _____

Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Lynn Framer

PHONE (818) 735-3244 *

FAX (818) 865-8467

E-Mail lframer@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 5B42BFA3

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,096.82	948.53	724.18	1,614.08	4,383.61
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	1.28	0.31	0.32	0.17	2.08
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.20	0.00	0.00	0.20
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.11	0.00	0.00	0.11
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	1,098.10	949.15	724.50	1,614.25	4,386.00
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	3.34	19.04	28.52	109.59	160.49
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 5B42BFA3

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	72.74				72.74
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				34.94	34.94
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 5B42BFA3

Prior Year ADA Adjustment (P-1 and P-2 only)		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
<p>Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-2	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-1 + C-2)	C-3	0.00	0.00	0.00	0.00	0.00
<p>Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-4 + C-5)	C-6	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2019-20

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 5B42BFA3

Prior Year P-2 ADA attributable to district
resident pupils attending a non-charter school
[EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-7	0.00	0.00	0.00	0.00	0.00
--	-----	------	------	------	------	------

Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-8	0.00	0.00	0.00	0.00	0.00
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ADA Totals (C-7 + C-8)	C-9	0.00	0.00	0.00	0.00	0.00
------------------------	-----	------	------	------	------	------

Gain or Loss of ADA due to a Reorganization or
Transfer of Territory [EC 42238.05 (a) (3)]. If
the ADA adjustment is a loss, report the loss
as a negative number in Line C-10 or C-11.

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
--	------	------	------	------	------	------

Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
---	------	------	------	------	------	------

ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00
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TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION FOR MEASURE S PROJECT 19-24S, INSTALLATION OF ADDITIONAL SECURITY CAMERAS DISTRICTWIDE PHASE 4

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-24S, Installation of Additional Security Cameras Districtwide Phase 4?

BACKGROUND: On December 17, 2019, the Board of Education authorized the award of a contract for Project 19-24S, Installation of Additional Security Cameras Districtwide Phase 4, contracted with Blue Violet Networks.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 19-24S, Installation of Additional Security Cameras Districtwide Phase 4.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377; Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377.

That on or about December 17, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Blue Violet Networks for Project 19-24S, Installation of Additional Security Cameras Districtwide Phase 4 on certain real property hereinbefore described: that said building and improvements were actually completed on January 21, 2020; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



TEC - Additional Security Cameras Districtwide Phase 4 - 19-24S Additional Security Cameras DW Phase 4 (TEC - 19-24S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	37,842	-	-
Contingency	-	-	-
Total	37,842	-	-
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	37,842
Pending Changes	-
Total	37,842
Budgeted Contingency	0.0%

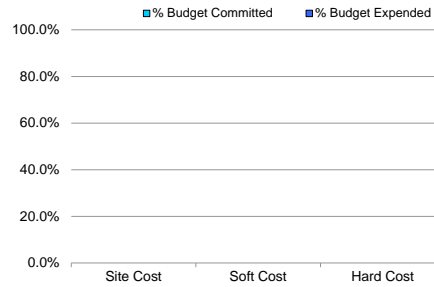
Committed Status

No Commitments to report.
Project is
budgeted to
start in FY 19-
20
Jan-Feb-Mar.

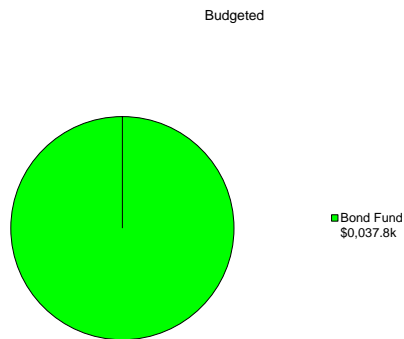
Expended Status

No Expenditures to report.

Progress



Funding Sources



Construction Contract Status

No Construction to report.
Construction
is budgeted
to start in FY
19-20
Jan-Feb-Mar.



Budget Status Report

Budget versus Commitments and Expenditures

TEC - Additional Security Cameras Districtwide Phase 4 - 19-24S Additional Security Cameras DW Phase 4

Expense Category/Object Code	Budget			Commitments		Expenditures	
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Total Expenditures	% Budget Spent
C - Construction							
6209 - Main Construction Contractor	-		-	-		-	
	-		-	-		-	
F - Furniture & Equipment							
6400 - Capitalized Equipment	37,842		37,842	-	0.0%	-	0.0%
	37,842		37,842	-	0.0%	-	0.0%
Totals	37,842		37,842	-	0.0%	-	0.0%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

**SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-27S,
REPAIR WOOD COLUMNS AT OAK PARK HIGH SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-27S, Repair Wood Columns at Oak Park High School, contracted with Edgar Garza Construction?

BACKGROUND: On November 19, 2019, the Board of Education authorized the award of a contract for Project 19-27S, Repair Wood Columns at Oak Park High School, contracted with Edgar Garza Construction.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 19-27S, Repair Wood Columns at Oak Park High School, contracted with Edgar Garza Construction.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

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

That on or about November 19, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Edgar Garza Construction for Project 19-27S, Repair Wood Columns at Oak Park High School, on certain real property hereinbefore described: that said building and improvements were actually completed on January 21, 2020: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



Project Status

Budget, Commitments, Expenditures, Construction, Funding

Oak Park High School - 19-27S Repair Wood Columns @OPHS (OPHS - 19-27S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	19,655	-	-
Contingency	-	-	-
Total	19,655	-	-
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	19,655
Pending Changes	-
Total	19,655
Budgeted Contingency	0.0%

Committed Status

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

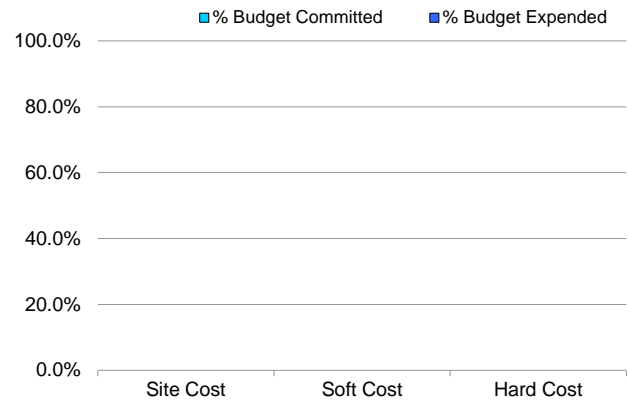
Expended Status

No Expenditures to report.

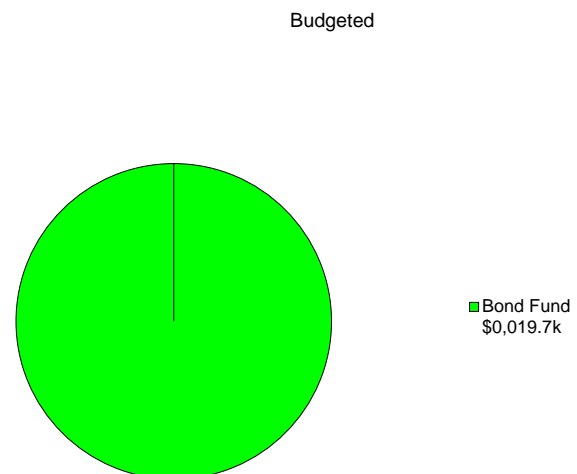
Construction Contract Status

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

Progress



Funding Sources





Budget Status Report

Budget versus Commitments and Expenditures

Oak Park High School - 19-27S Repair Wood Columns @OPHS

Expense Category/Object Code	Budget			Commitments		Expenditures	
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Total Expenditures	% Budget Spent
C - Construction							
6209 - Main Construction Contractor	19,655		19,655	-	0.0%	-	0.0%
	19,655		19,655	-	0.0%	-	0.0%
Totals	19,655		19,655	-	0.0%	-	0.0%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.1.i. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-28S, EXTEND SHARED WALL IN ROOM 216 AT BROOKSIDE ELEMENTARY SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-28S, Extend Shared Wall in Room 216 at Brookside Elementary School contracted with Omega Construction?

BACKGROUND: On November 19, 2019, the Board of Education authorized the award of a contract for Project 19-28S, Extend Shared Wall in Room 216 at Brookside Elementary School contracted with Omega Construction.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 19-28S, Extend Shared Wall in Room 216 at Brookside Elementary School contracted with Omega Construction.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377.

That on or about November 17, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction for Project 19-28S, Extend Shared Wall in Room 216 at Brookside Elementary School, on certain real property hereinbefore described: that said building and improvements were actually completed on January 21, 2020: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



Project Status

Budget, Commitments, Expenditures, Construction, Funding

Brookside Elementary School - 19-28S Extend Shared Wall Room 216 (BES - 19-28S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	11,200	11,200	10,640
Contingency	-	-	-
Total	11,200	11,200	10,640
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	11,200
Pending Changes	-
Total	11,200
Budgeted Contingency	0.0%

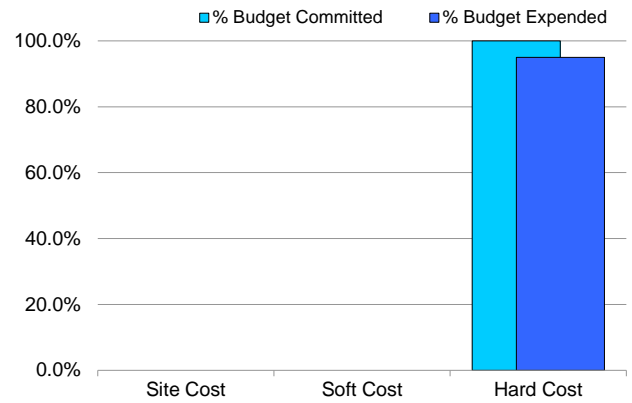
Committed Status

Initial Contracted AMT	11,200
Total	11,200
Budget Committed	100.0%

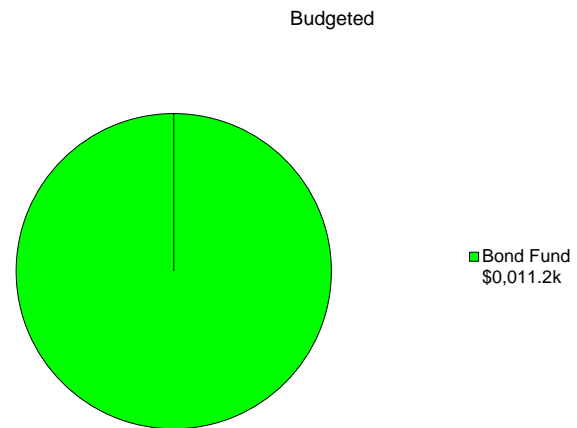
Expenditure Status

In Process for PMT	10,640
Total	10,640
Budget Expended	95.0%

Progress



Funding Sources



Construction Contract Status

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



Budget Status Report

Budget versus Commitments and Expenditures

Brookside Elementary School - 19-28S Extend Shared Wall Room 216

Expense Category/Object Code	Budget			Commitments		Expenditures	
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Total Expenditures	% Budget Spent
C - Construction							
6209 - Main Construction Contractor	11,200		11,200	11,200	100.0%	10,640	95.0%
	11,200		11,200	11,200	100.0%	10,640	95.0%
Totals	11,200		11,200	11,200	100.0%	10,640	95.0%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.1.j. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-30S, EXTEND HEIGHT OF PLAYGROUND FENCE AT BROOKSIDE ELEMENTARY SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Measure S Project 19-30S, Extend Height of Playground Fence at Brookside Elementary School contracted with Fence Factory?

BACKGROUND: On November 19, 2019, the Board of Education authorized the award of a contract for Project 19-30S, Extend Height of Playground Fence at Brookside Elementary School contracted with Fence Factory.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 19-30S, Extend Height of Playground Fence at Brookside Elementary School contracted with Fence Factory.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377.

That on or about November 17, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory for Project 19-30S, Extend Height of Playground Fence at Brookside Elementary School, on certain real property hereinbefore described: that said building and improvements were actually completed on January 21, 2020: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



Project Status

Budget, Commitments, Expenditures, Construction, Funding

Brookside Elementary School - 19-30S Extend Height of Playground Fence (BES - 19-30S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	25,034	25,034	23,782
Contingency	-	-	-
Total	25,034	25,034	23,782
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	25,034
Pending Changes	-
Total	25,034
Budgeted Contingency	0.0%

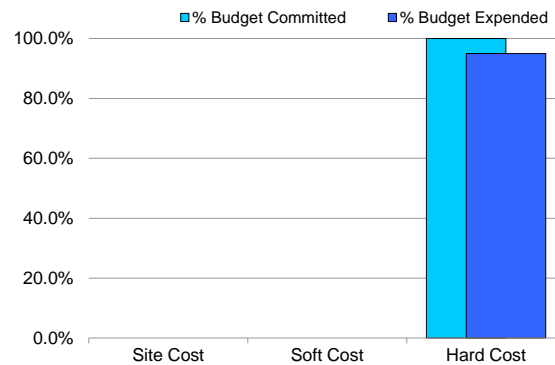
Committed Status

Initial Contracted AMT	25,034
Total	25,034
Budget Committed	100.0%

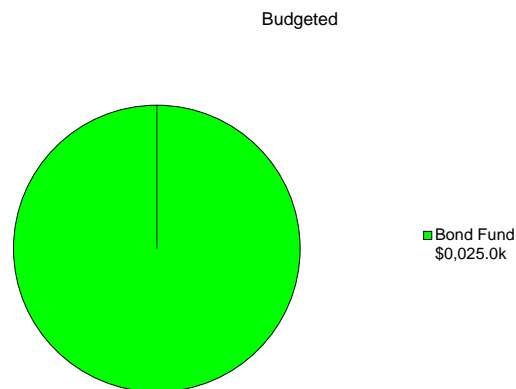
Expenditure Status

In Process for PMT	23,782
Total	23,782
Budget Expended	95.0%

Progress



Funding Sources



Construction Contract Status

No Construction to report.
Construction
is budgeted to
start in FY 19-
20
Jan-Feb-Mar.



Budget Status Report

Budget versus Commitments and Expenditures

Brookside Elementary School - 19-30S Extend Height of Playground Fence

Expense Category/Object Code	Budget			Commitments		Expenditures	
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Total Expenditures	% Budget Spent
C - Construction							
6209 - Main Construction Contractor	25,034		25,034	25,034	100.0%	23,782	95.0%
	25,034		25,034	25,034	100.0%	23,782	95.0%
Totals	25,034		25,034	25,034	100.0%	23,782	95.0%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.1.k. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL INTERNATIONAL THESPIANS CLUB TO THE HENRY KEMP-BLAIR SHAKESPEARE FESTIVAL – FEBRUARY 21-22, 2020

CONSENT

ISSUE: Shall the Board approve an overnight field trip for OPHS International Thespians Club to the Henry Kemp-Blair Shakespeare Festival at Chapman University, Orange, CA.?

BACKGROUND: Principal Kevin Buchanan, requests approval for this performance at Chapman University, Orange, CA, scheduled on February 21-22, 2020. Approximately 15 students, the OPHS Principal, and 1 parent volunteer will travel by OPHS SUVs on Friday, February 21, 2020 at 7:00 a.m. and return on Saturday, February 22, 2020 at approximately 8:00 p.m. Students and chaperones will stay at the Embassy Suites by Hilton Anaheim, in Orange, CA. 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: Students are responsible for paying for their own food and lodging. Registration and workshops are free. Chaperones travel and lodging expenses will be paid through the OPHS PFA. Funding source is through the International Thespians Club and OPHS PFA and is included in their 2019-20 adopted conference budget.

ALTERNATIVES:

1. Approve the overnight trip for Oak Park High School Thespians Club – Orange, CA.
2. Do not approve the field trip as presented.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.2.a. ACCEPT ANNUAL FINANCIAL AUDIT REPORT FOR FISCAL YEAR 2018-19

ACTION

ISSUE: Shall the Board receive and accept the annual financial audit report for fiscal year 2018-19?

BACKGROUND: As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2018. The audit report, prepared by the accounting firm of Christy White Accountancy Corp., may be accessed at the following link:
<http://bit.ly/2Nd3oXC>

The financial and performance audits of Fund 211 (Measure S), Fund 212 (Measure C6), and Fund 213 (Measure R), and two selected auxiliary organizations will be presented to the Board on or before the March meeting.

FISCAL IMPACT: None; the Annual Financial Audit Report is generated in compliance with EC 41020 and Article XIII.B of the State Constitution.

ALTERNATIVES:

1. Accept as record the 2018-19 annual financial audit report.
2. Do not accept the 2018-19 annual financial audit report.

RECOMMENDATION: Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

**SUBJECT: B.2.b. APPROVE RESOLUTION #2020-01 PUPIL ATTENDANCE
ALTERNATIVE AB 99 – DISTRICT OF CHOICE (DOC) SPACE
AVAILABILITY FOR 2019-20**

ACTION

ISSUE: Shall the Board of Education adopt a Resolution to accept new District of Choice students for the 2020-2021 School Year?

BACKGROUND: A District of Choice is required to accept all new students up to its maximum capacity after accounting for its new resident enrollment. Education Code Section 48301 (a) (1) states “The governing board of a school district may elect to operate the school district as a school district of choice and may accept transfers from school districts of residence pursuant to this article. If the governing board of a school district elects to accept transfers as authorized under this article, it shall, by resolution, determine and adopt the number of transfers it is willing to accept under this article and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based upon his or her academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Section 200, and, except for purposes of determining priority for pupils eligible for free or reduced-price meals pursuant to Section 48306, family income.”

The resolution before the board tonight authorizes the acceptance of all new DOC applicants for 2020-2021.

FISCAL IMPACT: The 2020-2021 budget for next school year will be based on the enrollment capacity approved by the board at the December 17, 2019 meeting.

ALTERNATIVES: 1. Approve the Space Availability Resolution.
2. Do not approve the Space Availability Resolution.

RECOMMENDATION: Alternative #1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting, January 21, 2020

B.2.a. Resolution #2020-01 Pupil Attendance Alternative Ab 99 –

District of Choice (DOC) Space Availability For 2020-2021

Page 2.

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

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

Oak Park Unified School District
“Educating Compassionate and Creative Global Citizens”

RESOLUTION #2020-01 – Pupil Attendance Alternatives
AB 99 – DISTRICT OF CHOICE (DOC) SPACE AVAILABILITY

WHEREAS, school districts participating in the District of Choice Program pursuant to Assembly Bill (AB) 99 (Chapter 15, Statutes of 2017) and California Education Code Sections 48300-48317 (“AB 99 District of Choice Program”) are required to report the number of available spaces for AB 99 District of Choice applicants; and

WHEREAS, California Education Code Section 48301 specifies that a school district participating in the District of Choice Program may, by resolution, determine and adopt the number of transfers it is willing to accept and ensure that pupils admitted under the District of Choice Program are selected through a random, unbiased process that prohibits evaluation of whether or not the pupil should be enrolled based upon his or her academic or athletic performance; and

WHEREAS, pursuant to Education Code Section 48301, if the number of transfer applications exceeds the number of transfers this Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting; and

WHEREAS, the Board of Trustees has determined that the Oak Park Unified School District can accept all eligible student transfers under the District of Choice Program for the school year 2020/2021.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Oak Park Unified School District does, in accordance with the District of Choice Program, hereby conclude to accept all eligible students.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 21st day of January, 2020 by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

President, Governing Board of the
Oak Park Unified School District

I, Drew Hazelton, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on January 21, 2020.

Clerk, Governing Board of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.2.c. APPROVE ACCEPTANCE OF DONATIONS

ACTION

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

BACKGROUND: The following donations has been made to the District:

Site/Program	Gift/Donor	Gift
Oak Park Unified School District	Conejo Window Tinting	\$2,400
Oak Park High School – Rocket Team	The Boeing Company	\$6,000

RECOMMENDATION: Accept the donations with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

**SUBJECT: B.2.d. APPROVE SUBMITTAL OF CALIFORNIA DEPARTMENT OF
EDUCATION FORM J13A, REQUEST FOR ALLOWANCE OF
ATTENDANCE DUE TO EMERGENCY CONDITIONS**

ACTION

ISSUE: Shall the Board approve submittal of CDE Form J13A to the California Department of Education (CDE), to obtain allowance for average daily attendance (ADA) and instructional time credit, due to emergency conditions created by the fires in October, 2019?

BACKGROUND: On the evening of October 30, 2019, the Easy Fire swept through Ventura County. Governor Gavin Newsom declared a statewide emergency due to the dangerous weather conditions on October 30, 2019 and all OPUSD schools were closed on October 30 and 31, 2019. Education Code Section 46392 allows the Superintendent of Public Instruction to grant normal apportionment credit to districts in emergencies in instance when one or more schools experience a material decrease in attendance because of extraordinary conditions which in this case is a result of school closure. As a result, Education Code 46392 section 8(b) which states, "In the event a state of emergency is declared by the Governor in a county, a decrease in average daily attendance in the county below the approximate total average daily attendance that would have been credited to a school district, had the state of emergency not occurred, shall be deemed material", is applicable. It is the recommendation of staff that the Board authorize the submittal of Form J13A to CDE to obtain allowance for average daily attendance and instructional time credit.

FISCAL IMPACT: None; upon approval by the California Department of Education, the effect to the District would remain revenue neutral.

ALTERNATIVES:

1. Approve submittal of Form J13A to CDE to obtain allowance for average daily attendance (ADA) and instructional time credit due to emergency conditions caused by the Easy Fire..
2. Do not approve submittal of CDE Form J13A.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 21, 2020

Approve Submittal of CDE Form J13A, Request for
Allowance of Attendance Due to Emergency Conditions
Page 2

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

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

**REQUEST FOR ALLOWANCE OF ATTENDANCE
DUE TO EMERGENCY CONDITIONS**

Form J-13A

(Revised December 2017)

California Department of Education

School Fiscal Services Division

Website: <https://www.cde.ca.gov/fg/>

Telephone: 916-324-4541

Email: attendanceaccounting@cde.ca.gov

Form J-13A Instructions

Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code (EC)* Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC* Section 46391.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the local educational agency's (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

How to file:

The Form J-13A is available at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp>. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

Where to file:

Mail the entire original Form J-13A to:
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
 - Declaration of a State of Emergency
 - News articles
 - E-mails
 - Invoices

Form J-13A Instructions

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

SECTION A: REQUEST INFORMATION

Refer to the California School Directory at <https://www.cde.ca.gov/schooldirectory/> for information needed to complete this section.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
 - Number and street
 - County name
 - City
 - State
 - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
 - Name
 - Title
 - Phone number
 - E-mail address

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.
- C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
 - Charter School
 - Community Day
 - Continuation School
 - County Community
 - Juvenile Court School

Form J-13A Instructions

- Opportunity School
- Special Education
- Traditional

- D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note “all schools” at the top of the calendar.
- E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.
- F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.
- G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.
- H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.
- I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5, 2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to *EC* Section 46392. If the request does not include any credits for a material decrease in attendance, select the “Not

Applicable” box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of “normal” attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the “material decrease” of attendance. According to *CCR*, Title 5, Section 428, “normal” attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to *EC* Section 46392, the 90 percent threshold may be waived when the Governor has declared a “State of Emergency.” A copy of the Governor’s declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

Form J-13A Instructions

amount. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school requesting attendance credit on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code
- C. “Normal” Attendance – Provide the ADA for the school month of October or May of the same school year.

A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (*EC* Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.

- D. Dates Used for Determining “Normal” Attendance – Enter the date range of the school month used to provide the ADA in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance

adjustment when the Actual Attendance (Column F) divided by the “Normal” Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

- H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the “Normal” Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the “normal” attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, CDE’s approval letter will include the total net increase of apportionment days, which may differ from the amount shown. The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than five lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.

Form J-13A Instructions

- C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

- D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.
- H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown. The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1,

P-2, or Annual reporting period to determine the ADA increase.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
 - Witnessed date
 - Name
 - Signature
 - Title
 - County name

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

Form J-13A Instructions

a school district, COE or State Board of Education.

If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit.
Include the contact person's name, title, phone number and e-mail address.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Oak Park Unified School District		COUNTY CODE: 56	DISTRICT CODE: 73874	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Dr. Anthony W. Knight, Superintendent			FISCAL YEAR: 2019-2020	
ADDRESS: 5801 E. Conifer Street			COUNTY NAME: Ventura	
CITY: Oak Park		STATE: CA	ZIP CODE: 91377	
CONTACT NAME: Byron Jones	TITLE: Director, Fiscal Services	PHONE: 818-735-3215	E-MAIL: bsjones@opusd.org	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
--	---	--

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

<input checked="" type="checkbox"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in <i>EC</i> Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per <i>EC</i> Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to <i>EC</i> Section 46200, et seq. <input checked="" type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of <i>EC</i> Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in <i>EC</i> Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to <i>EC</i> Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>

SECTION B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

In the early morning of October 30, 2019, the Easy Fire broke out in Simi Valley due to winds exceeding 75 to 80 mph. Mandatory evacuation orders were issued for residents of Simi Valley, Moorpark and Fillmore. North and south bound lanes of California highways 118 and 23 were closed due to hazardous conditions. A significant portion of teachers and support staff were unable to reach OPUSD campuses which would have created an unsafe student environment. A state of emergency had previously been issued by Gov. Newsom.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Brookside Elementary School	6055677	Traditional	180	0	0	10/30/19-10/31/19	10/30/19-10/31/19	2
Oak Hills Elementary School	6107528	Traditional	180	0	0	10/30/19-10/31/19	10/30/19-10/31/19	2
Red Oak Elementary School	6111496	Traditional	180	0	0	10/30/19-10/31/19	10/30/19-10/31/19	2
Medea Creek Middle School	6098255	Traditional	180	0	0	10/30/19-10/31/19	10/30/19-10/31/19	2
Oak Park High School	5630132	Traditional	180	0	0	10/30/19-10/31/19	10/30/19-10/31/19	2
Oak View High School	5630199	Continuation	180	0	0	10/30/19-10/31/19	10/30/19-10/31/19	2
Oak Park Independent School	5630256	Indep. Study	180	0	0	10/30/19-10/31/19	10/30/19-10/31/19	2

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Brookside Elementary School	6055677	2018-2019	11/9/18,11/13-11/16/18	The Woolsey Fire	No
Oak Hills Elementary School	6107528	2018-2019	11/9/18,11/13-11/16/18	The Woolsey Fire	No
Red Oak Elementary School	6111496	2018-2019	11/9/18,11/13-11/16/18	The Woolsey Fire	No
Medea Creek Middle School	6098255	2018-2019	11/9/18,11/13-11/16/18	The Woolsey Fire	No
Oak Park High School	5630132	2018-2019	11/9/18,11/13-11/16/18	The Woolsey Fire	No
Oak View High School	5630199	2018-2019	11/9/18,11/13-11/16/18	The Woolsey Fire	No
Oak Park Independent School	5630256	2018-2019	11/9/18,11/13-11/16/18	The Woolsey Fire	No

SECTION C: MATERIAL DECREASE

☐ Not Applicable (Proceed to Section D)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS ☐ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Oak Park Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Barbara Laifman, President

Allen Rosen, Vice President

Drew Hazelton, Member

Derek Ross, Member

Denise Helfstein, Member

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: Dr. Anthony W. Knight _____ Title: Superintendent of OPUSD, Ventura County, California
(Name) (Signature)

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ Authorizing LEA Name: _____
(Name) (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ Title: _____ of _____ County, California
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
**SUBJECT: B.2.e. APPROVE MEASURE S PROJECT 20-01S NEXT GENERATION
MACBOOK PRO PILOT PROGRAM**

ACTION

ISSUE: Shall the Board approve Measure S project 20-01S next generation Macbook Pro pilot program?

BACKGROUND: The Oak Park Unified School District's (OPUSD) Technology Master Plan calls for a staff laptop refresh in 2020. In the past, staff laptops have been refreshed every 3 years. As a result of strategically purchasing upgraded devices, OPUSD has been able to increase this timeframe to 5 years. In preparation of the 2020 Summer/Fall laptop refresh for all staff and with recent release of Apple's next generation 16" Macbook Pro, the technology department is requesting to purchase six of these new devices for pilot and testing purposes. It is important to note that the 13" Macbook Pro version will be purchased for the full rollout, which is scheduled to be released in the Spring of 2020. In addition to the laptops, the technology department will be purchasing the appropriate peripherals and adapters (USB-C) to test with existing equipment to ensure there are solutions in place to allow the new laptops to use legacy equipment (USB-A, Thunderbolt, VGA, etc.). Experience with these new devices will help drive purchasing decisions and allow for a smoother transition for the full rollout of the new devices.

FISCAL IMPACT: Expected cost of the pilot is \$20,500 (see attached Apple price proposal). This amount is part of the \$625,000 earmarked in the 2019-20 budget for Measure S.

ALTERNATIVES:

1. Approve the program
2. Do not approve the program

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting January 21, 2020
Approve Measure S project 20-01S next generation
Macbook Pro pilot program
Page 2

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

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

Proposal 2104078137

Proposer: Enoch Kwok

Thank you for your proposal dated 12/05/2019. The details we've provided below are based on the terms assigned to account 23663, OAK PARK USD.

To access this proposal online, please search by referencing proposal number 2104078137.

Comments from Proposer:

MacBook Pro 2019 - 16inch pilot qty 6

Part Number	Description	Total Quantity	Unit Price	Total Price
Z0XZ	16-inch MacBook Pro with Touch Bar - Space Gray	4	2,379.00	9,516.00 USD
	2.6GHz 6-core Intel Core i7, Turbo Boost up to 4.5GHz		Recycle Fee	24.00 USD
	AMD Radeon Pro 5300M with 4GB of GDDR6 memory			
	16GB 2666MHz DDR4 memory			
	1TB SSD storage			
	Retina display with True Tone			
	Four Thunderbolt 3 ports			
	Touch Bar and Touch ID			
	Backlit Keyboard - US English			
S6127LL/A	AppleCare+ for 15-inch MacBook Pro / 16-inch MacBook Pro - A	4	259.00	1,036.00 USD
Z0XZ	16-inch MacBook Pro with Touch Bar - Space Gray	2	3,279.00	6,558.00 USD
	2.6GHz 6-core Intel Core i7, Turbo Boost up to 4.5GHz		Recycle Fee	12.00 USD
	AMD Radeon Pro 5500M with 8GB of GDDR6 memory			
	32GB 2666MHz DDR4 memory			
	2TB SSD storage			
	Retina display with True Tone			
	Four Thunderbolt 3 ports			
	Touch Bar and Touch ID			
	Backlit Keyboard - US English			
S6127LL/A	AppleCare+ for 15-inch MacBook Pro / 16-inch MacBook Pro - A	2	259.00	518.00 USD
MD861LL/A	Apple Thunderbolt cable (2.0 m)	6	39.00	234.00 USD
MJ1L2AM/A	USB-C VGA Multiport Adapter	6	69.00	414.00 USD
MX0J2AM/A	96W USB-C Power Adapter	6	79.00	474.00 USD
HMYE2ZM/A	Satechi Aluminum USB-C Multiport Pro Adapter	6	64.95	389.70 USD
Subtotal				19,175.70 USD

Estimated Tax	1,274.98 USD
Total	20,450.68 USD

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

How to Order

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

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

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

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

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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.2.f. APPROVE MEASURE S PROJECT 20-02S INTERACTIVE FLAT PANEL DISPLAYS FOR ELEMENTARY SCHOOL CREATIVITY & INNOVATION LABS

ACTION

ISSUE: Shall the Board approve Measure S project 20-02S interactive flat panel displays for elementary school creativity and innovation labs?

BACKGROUND: Elementary computer labs are being converted into creativity and innovation spaces. The labs currently have old projector-based Smartboards that do not allow for showing student work nor wireless screen-casting. Across Oak Park Unified School District, legacy projector-based Smartboards are being replaced with Interactive Flat Panel Displays (IFPDs), which allow mobile devices to wirelessly connect and screencast. This refresh of Smartboards with IFPDs will make the creativity and innovation labs more interactive for students and allow both teacher and student work to be showcased. The planned displays being purchased are the next iteration of Promethean boards that Oak Hills Elementary School received last Spring, which have received steady use with positive feedback. This purchase is part of the creativity and innovation space conversion plan for each site and has been approved by the elementary computer lab instructors, district technology committee, and school site principals.

FISCAL IMPACT: The expected cost of the project is \$15,000 (see attached quote from STS Education) and is within the Measure S budget for 2019-20 for maker space equipment.

ALTERNATIVES:

1. Approve project
2. Do not approve the project

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board of Education Meeting, January 21, 2020
Measure S project 20-02S interactive flat panel displays
for elementary school creativity and innovation labs
Page 2

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

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



Company Address	130-A W. Cochran St. Simi Valley, CA 93065 US	Created Date	11/26/2019 2:19 PM
		Expiration Date	12/26/2019
		Quote Number	Q-04011
Prepared By	Vince Dempsey	Account Name	Oak Park Unified School District
Email	vince.dempsey@stseducation-us.com	Contact Name	Enoch Kwok
Fax	(888) 801-3381	Phone	(818)735-3201
		Email	ekwok@opusd.org
Bill To Name	Oak Park Unified School District	Ship To Name	Oak Park Unified School District
Bill To	5801 Conifer Street Oak Park, CA 91377	Ship To	5801 Conifer Street Oak Park, CA 91377-3900

Quantity	Product Name	Product Description	Sales Price	Calculated Total Price
1	75" v7 B2G1 Bundle		\$0.00	\$0.00
2	ActivPanel V7 Titanium 75"	Promethean ActivPanel V7 Titanium 75" 4K - 3 year Manufacturer Warranty - P/N: AP7-B75-NA-1	\$4,799.00	\$9,598.00
1	ActivPanel V7 Titanium 75"	Promethean ActivPanel V7 Titanium 75" 4K - 3 year Manufacturer Warranty - P/N: AP7-B75-NA-1	\$0.00	\$0.00
3	ActivPanel-B(Medium) 5 Year OSS	Activpanel Medium (for Titanium IFPs up to 80") - Extension, On Site Support, 5 Years - P/N: APM5YROSS-B	\$0.00	\$0.00
3	CA Environ Fee 35+" Collected	CA Environmental Electronic Waste Fee - Collected 35+" - \$7 per unit	\$7.00	\$21.00
3	ActivConnect G OPS	Promethean ActivConnect G OPS Wireless presentation system for use with interactive whiteboards and panels P/N: ACON1-OPS	\$179.00	\$537.00
3	Adjustable Mobile Stand	Promethean Mobile Adjustable Stand System for use with 70" & 80" ActivPanel - AP70ASM	\$1,169.00	\$3,507.00
1	Local Delivery- CA - Promethean	Local Delivery Charge - CA - Promethean	\$300.00	\$300.00

Total Price	\$13,963.00
Tax	\$989.05
Grand Total	\$14,952.05

All sales are subject to applicable sales tax at the time of shipment.

Financing options available on Approved Credit.

STS stands behind the products and services we provide. For more information on our complete suite of warranties and guarantees, click [here](#).

<https://www.stseducation-us.com/>

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.3.a. APPROVE RENEWAL OF DISTRICT'S MEMBERSHIP AND PARTNERSHIP AGREEMENT FOR CATALYST NETWORK WITH GREEN SCHOOLS NATIONAL NETWORK FOR 2019-20

ACTION

ISSUE: Shall the Board approve the renewal of partnership Agreement for Oak Park USD to continue receiving professional services and remain a part of the Catalyst Network of the Green Schools National Network (GSNN)?

BACKGROUND: The Catalyst Network works with schools and school districts to document and replicate best practices that demonstrate how sustainability is driving innovation in K-12 education. This project is designed to demonstrate how educators are thinking beyond current models of high stakes tests and evaluation to engage faculty, staff, and students in problem solving, systems thinking, deep conceptual understanding, creativity, and innovation to implement sustainability initiatives in these areas:

1. Sustainable facilities design, operation, and management that reduces environmental impact and operating costs.
2. Buildings and programs that enhance the health and well-being of those who work and learn in schools.
3. Creating a culture and curriculum that equips students with critical thinking and civic engagement skills through a deepening understanding of the interdependence of economic well-being; healthy environment; and social well-being.

Oak Park USD has taken a leadership role locally and nationally. Membership in the GSNN Catalyst Network will provide resources for continued staff development for facilities and instruction related to sustainable and environmental practice. GSNN agrees to provide to OPUSD a package of professional services to assist OPUSD in documenting and refining our work in one or all of the five Core Practices of the GSNN GreenPrint™: Curriculum, Stewardship, Facilities and Operation, Health and Well-Being, and Partnership & Networks. The renewal agreement is included in this Agenda for the Board's review.

FISCAL IMPACT: The cost of the professional services package and membership is \$5000 for the 2019-20 school year and is included in the 2019-20 adopted budget.

ALTERNATIVES:

1. Approve the partnership Agreement with the Green Schools National Network.
2. Do not approve the partnership Agreement.

RECOMMENDATION: Alternative No. 1

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

BOARD MEETING, JANUARY 21, 2020

Approve District's Membership And Partnership Agreement for
Catalyst Network With Green Schools National Network for 2019-20

Page 2

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Executive Director
Green Schools National Network
109 Pine View Dr.
Madison, WI 53704

Green Schools National Network
109 Pine View Dr.
Madison, WI 53708

II. Role of GSNN

GSNN agrees to do the following, consistent with the terms of this Scope of Services:

A. Term and Description of Contracted Services

This Scope of Services covers the period from October 1, 2019 through June 30, 2020, for Year Two Implementation of a five-year partnership between OPUSD and GSNN as part of the Catalyst Network. During this period, GSNN will assist OPUSD position sustainability as the driver for innovation through professional services that progress OPUSD's goals developed in Year One's Executive Leadership Sustainability Summit and in defining their contributions as part of the Catalyst Network. It is understood that GSNN will be the lead partner to support this work, unless otherwise determined by GSNN and OPUSD.

GSNN agrees to do the following, consistent with the terms of this Scope of Services:

B. Direct Services

1. Coaching and Support:

GSNN will provide OPUSD a total of 16 hours of coaching and support. This can be in the form of on-site support or remote support provided via Zoom Software, or a combination of both. The content of the support will be on assisting OPUSD in progressing the goals established in Year One.

Additional on-site and/or remote coaching and professional services to support continuous improvement are available at additional costs (to be negotiated).

C. Two Catalyst Leadership Cohort Slots

OPUSD leaders are invited to fill two complementary slots to participate in Catalyst Leaders Forum meeting. A spring gathering happens in conjunction with the Green Schools Conference and Expo, in Portland, OR on March 1st and 4th. Travel expenses for OPUSD personnel are not included under this agreement.

D. Participation in Virtual Catalyst Leaders Meetings

OPUSD personnel are welcome to attend virtual meetings of Catalyst Network leaders (held via Zoom software), dates TBD.

E. Participation in Free Webinars for Faculty and Staff

OPUSD faculty and staff are invited to participate in the following webinars (held via Zoom software). Webinars are scheduled for 3 p.m. Central Time Zone

- 1) October 28, 2019: Food Systems (Featuring Encinitas and Oak Park Unified School District, CA)
- 2) February 10, 2020: School Culture – (Featuring Zuni and Encinitas Union School District, CA)
- 3) May 11, 2020: CTE and Entrepreneurship - Whitefish School District, MT and Carson City School District, NV)

F. Discounted registration rates at all GSNN Site Seminars

OPUSD faculty and staff will receive discounted rates and priority registration for all GSNN Site Seminars. Travel expenses are not included under this agreement. Further details are available at the GSNN website (www.greenschoolsnationalnetwork.org). Seminars currently accepting registrations include:

The Power of Place, Prairie Crossing Charter School, October 17-18, 2019
Sustainability Leadership, Virginia Beach City Public Schools, March 30-31, 2019

G. Early Registration Options for GSNN International Seminars

OPUSD personnel will have priority early registration for “Exploring the Legacy of Wangari Maathai,” July 14-27, 2019. This 13 day seminar is a trip to Kenya, lead by GSNN Board Member and International Educator Al Stenstrup includes homestays, visits to schools and safari. Costs are not included under this agreement. More details will be available on GSNN website, later this year.

H. Annual GSNN Membership

A school membership in the Green Schools National Network is included in this agreement, with all the privileges associated with membership, - (Individual faculty and staff must register through GSNN member web portal to get these benefits) - including discounts to the Green School Conference and Expo, access to GSNN Resource Library, Monthly Member Newsletter, and a Green Teacher Magazine subscription

I. Additional Documentation and Dissemination opportunities:

Catalyst Network districts and schools are given priority for the following opportunities to document and disseminate their work.

Presentations at the Green Schools Conference and Expo;

Submission of articles to GreenNotes and Green Schools Catalyst Quarterly;

Submission of exemplary practices to GSNN Replication Resource Library

Participation in research and evaluation opportunities.

III. Role of OPUSD

OPUSD agrees to do the following, consistent with the terms of this Scope of Services:

A. Schedule Support Time

OPUSD will determine the nature of support (on-site, remote or a combination) they want from GSNN and arrange a schedule in collaboration with GSNN. Time, participants, and agenda for the will be development in conjunction with GSNN coaches.

B. Payment

The cost for the package of services for this Scope of Services for 2018-19 is \$5000.00. GSNN will invoice OPUSD for one-half of the total (\$2,500) upon Board approval, or Dec 1, 2019 (whichever is later) and the remainder 45 days later. If necessary to fulfill OPUSD procurement policies, a purchase order for the total cost of service should be returned with the contract. Payment will be made by check or ACH transfer within thirty (30) days of OPUSD's receipt of an invoice from GSNN.

C. Research and Evaluation Program

OPUSD will engage in the GSNN research and evaluation program that will provide data for GSNN research and evaluation purposed to improve the implementation of the GreenPrint™ and its support of student achievement.

IV. Signatures

Green Schools National Network and OPUSD agree to this Scope of Services and Cost for the period from October 1, 2019 to June 30, 2019.



GSNN Representative

School/District Signatory

Executive Director

Title

Title

October 11, 2019

Date

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: B.4.a. APPROVE THE REVISED THE JOB DESCRIPTION AND SALARY SCHEDULE PLACEMENT FOR THE POSITION OF DIRECTOR OF STUDENT SUPPORT AND SCHOOL SAFETY

ACTION

ISSUE: Shall the Board approve the revised job description and salary schedule placement for the administrative position of Director of Student Support and School Safety?

BACKGROUND: Staff is recommending that the Board approve the revision of the job description and salary schedule placement for the Director of Student Support and School Safety. The revised job description includes the responsibilities related to a public relations officer. The revised salary schedule reflects these additional responsibilities. A copy of the proposed job description and revised salary schedule is attached for the Board's review.

ALTERNATIVES:

1. Approve the revised job description and salary schedule placement for the Director of Student Support and School Safety.
2. Do not approve the revised job description and salary schedule placement for the Director of Student Support and School Safety.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

Director of Student Support and School Safety

Brief Description: Under the general supervision of the Assistant Superintendent, Human Resources, direct, manage and evaluate all Safety Programs; Student Well-Being Programs; Attendance Programs; Title IX Compliance and School Athletics; manage oversight of the District of Choice (DOC) program and Enrollment; Challenge Success; and Student Transportation. Assist in planning, developing, and communicating information.

Essential Functions: Duties may include, but are not limited to, the following:

- Coordinate and manage a comprehensive security/school safety program
- Coordinate train and implement plans to manage District operations during all emergencies
- Provide training and assistance to site-based administrators in matters of safety, security and student well-being.
- Coordinate crisis management information and serve as the lead contact for such activities
- Coordinate the preparation of local, state and federal reports, plans and surveys relative to areas of responsibility
- Serve as a liaison to local law enforcement agencies, public safety agencies, and the media
- Responsible for planning and implementing professional development activities related to Safety and Student Social Emotional Well-Being
- Prepare appropriate reports and presentations related to areas of responsibility for presentation to the Board of Education, local school sites and community members.
- Responsible for all matters pertaining to compulsory attendance
- Establish local reporting procedures and promote the DOC program and Intradistrict and Interdistrict Permits
- Coordinate and manage enrollment and district enrollment projections
- Chair district committees including Safety and Security Committee, Safe Kids Task Force, Diversity and Equity Task Force, Student Attendance Review Team (SART) and Student Attendance Review Board (SARB), District Counselors, Title IX Leadership Committee
- Establish and maintain contact with local news media; research, organize, and design press releases
- Attend appropriate conferences, workshops and meetings to stay informed of recent research, development and trends.
- Perform other duties as assigned by the Superintendent/Designee

Ability and Knowledge of:

- Provide leadership and evaluation for those areas of the district's moral imperatives related to safety and well-being.
- Communicate effectively, both orally and in writing.
- Demonstrate strong organizational skills.
- Work independently and in concert with other District personnel to lead teams and serve as a member of teams.
- Maintain current knowledge of program regulations, requirements and restrictions.

- Knowledge of Child Welfare and Attendance procedures and programs and related California Education Codes and CIF Bluebook Rules and procedures.
- Use technology related tools to prepare reports and deliver oral presentations in a user-friendly manner.
- Organize and deliver meaningful staff development and trainings within the district.
- Ability to relate well to students, staff, parents, and community members.

Education, Experience and Other Requirements:

- Master's Degree in Education or related field
- Valid California Teaching Credential and California Administrative Services Credential.
- Five (5) years' experience in a public-school setting.
- Three (3) years of successful management/supervisory experience in an educational environment. Recent site or district level administrative experience in a California public school/district is required.

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE**

2020-21 SCHOOL YEAR

Proposed Board Approval Date: January 21, 2020

Effective: July 1, 2020

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
CONFIDENTIAL - Rates listed as Monthly and Annually							
Administrative Secretary	A	4,550.88 54,610.56	4,823.94 57,887.28	5,113.37 61,360.44	5,420.18 65,042.16	5,745.39 68,944.68	12 Month
Executive Assistant	B	5,236.98 62,843.76	5,552.87 66,634.44	5,885.70 70,628.40	6,239.11 74,869.32	6,615.50 79,386.00	12 Month
ADMINISTRATION - Rates listed as Daily and Annually							
Director Child Nutrition Services	C	374.37 83,110.14	385.60 85,603.20	397.18 88,173.96	409.11 90,822.42	421.38 93,546.36	222
Director Fiscal Services	E	509.62 113,135.64	524.92 116,532.24	540.66 120,026.52	556.89 123,629.58	573.59 127,336.98	222
Middle School Dean	F	462.50 90,187.50	480.46 93,689.70	497.24 96,961.80	513.92 100,214.40	530.75 103,496.25	195
Program Specialist	G.1	492.73 98,546.00	507.68 101,536.00	522.53 104,506.00	537.84 107,568.00	553.57 110,714.00	200
Middle School Assistant Principal	G.2	499.29 99,858.00	514.27 102,854.00	529.70 105,940.00	545.59 109,118.00	561.97 112,394.00	200
High School Assistant Principal Principal OVHS/OPIS	H	526.71 107,975.55	542.49 111,210.45	558.73 114,539.65	575.51 117,979.55	592.80 121,524.00	205
Director Extended Care	I	516.21 113,566.20	531.04 116,828.80	546.27 120,179.40	562.00 123,640.00	578.18 127,199.60	220
Elementary School Principal	J	540.79 113,565.90	556.32 116,827.20	572.29 120,180.90	588.76 123,639.60	605.71 127,199.10	210
Middle School Principal	K	549.37 115,367.70	565.15 118,681.50	581.38 122,089.80	598.07 125,594.70	615.31 129,215.10	210
Director Student Support & School Safety	K	549.37 115,367.70	565.15 118,681.50	581.38 122,089.80	598.07 125,594.70	615.31 129,215.10	210
Director Pupil Services	L	590.18 123,937.80	607.88 127,654.80	626.13 131,487.30	644.90 135,429.00	664.25 139,492.50	210
Director Curriculum and Instruction	L	590.18 123,937.80	607.88 127,654.80	626.13 131,487.30	644.90 135,429.00	664.25 139,492.50	210
Director Bond Programs, Sustainability, Maintenance, and Operations	L	590.18 131,019.96	607.88 134,949.36	626.13 139,000.86	644.90 143,167.80	664.25 147,463.50	222
Director Educational Technology and Information Systems	L	590.18 131,019.96	607.88 134,949.36	626.13 139,000.86	644.90 143,167.80	664.25 147,463.50	222
High School Principal	M	612.62 136,001.64	629.90 139,837.80	647.15 143,667.30	664.54 147,527.88	681.78 151,355.16	222
Assistant Superintendent, Human Resources	O	679.75 150,904.50	700.14 155,431.08	721.14 160,093.08	742.77 164,894.94	765.06 169,843.32	222
Assistant Superintendent, Business Services	O	679.75 150,904.50	700.14 155,431.08	721.14 160,093.08	742.77 164,894.94	765.06 169,843.32	222

Annual stipend of \$1,000 for doctorate.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.4.b. APPROVE 2021-2022 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR

ACTION

ISSUE: Should the Board of Education approve the 2021-2022 Classified Employees Holiday Calendar?

BACKGROUND: The proposed calendar was presented to Oak Park Classified Association. They have approved bringing the Classified Employees Holiday Calendar to the Board for approval, showing the 15 contractual holidays that coincide with the Instructional Calendar for 2021-2022.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the recommended 2021-2022 Classified Employees Holiday Calendar.
2. Do not approve the recommended 2021-2022 Classified Employees Holiday Calendar.

RECOMMENDATION: Alternative #1.

Prepared by: Leslie Heilbron, Assistant Superintendent of Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT - DRAFT - 1-21-2020

JULY 2021- JUNE 2022 - CLASSIFIED HOLIDAY CALENDAR

JULY 2021

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

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				1	2	3	4	5	
8	9	10	11	12	13	14	9 - First school day	6	7	8	9	10	11	12	
15	16	17	18	19	20	21		13	14	15	16	17	18	19	18 - Local Holiday
22	23	24	25	26	27	28		20	21	22	23	24	25	26	21 - Presidents Day
29	30	31						27	28						

FEBRUARY 2022

SEPTEMBER 2021

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

MARCH 2022

OCTOBER 2021

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

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	2	3	4	5	6	7	
7	8	9	10	11	12	13	11 - Veterans Day	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	24 - Local Holiday	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	25 -Thanksgiving	22	23	24	25	26	27	28	27 - Last day of School
28	29	30					26 - Local Holiday	29	30	31					30 - Memorial Day

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		12	13	14	15	16	17	18	
19	20	21	22	23	24	25	23 & 24 - Local Holidays	19	20	21	22	23	24	25	
26	27	28	29	30	31		31 - Local Holiday	26	27	28	29	30			

JUNE 2022

Denotes School and Classified Holiday

Denotes Beginning and End of school

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
**SUBJECT: B.5.a. MIDYEAR REVIEW AND DISCUSSION OF THE BOARD
APPROVED 2019-2020 DISTRICT GOALS**

DISCUSSION

ISSUE: Shall the Board of Education review the progress of the Board approved 2019-2020 District Goals?

BACKGROUND: At its August 20, 2019, regular meeting the Board of Education approved the District Goals for 2019-2020. The staff has been making progress towards these goals. At this meeting, the Board will review the updates provided by the staff in the following document.

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



OAK PARK USD GOALS 2019-20

These goals have been developed taking into consideration the following sources of input: LCAP, Challenge Success recommendations, and survey results, Healthy Kids Survey results, Bright Bytes survey results, 2018-19 Staff Goals survey results, WASC Action Plans from the three high schools, Measure S Plan, District committee work, and PTO Council discussions.

1. **Strengthen the Climate of Care by developing and promoting the factors that distinguish Oak Park's model of educating the whole child.**
 - a. Ensure that all of our students and staff feel cared for and valued for their individual characteristics.
 - b. Engage the entire staff in exploring ways to strengthen student engagement and connectedness to our schools.
 - c. Review Challenge Success program including student survey results and invite speakers in the fall and other follow-up work.
 - d. Reconvene OPHS committee to examine the alternative credits, summer school expansion, and dual enrollment opportunities while maintaining the integrity of the instructional program.
 - e. Ensure that our diverse schools are places of acceptance and appreciation for all of our students.
 - f. Create an athletic mission statement and program that focuses on athleticism and healthy competition while emphasizing our District Moral Imperatives and Climate of Care.
 - g. Examine the ways in which all students are recognized and awarded to ensure that all students feel connected to their school, valued, and honored.

PROGRESS JANUARY 2020

The gender diversity work we have engaged in this fall has resulted in significant progress towards this goal. The work has forced us to re-examine, in a broader sense, the way we treat each student with respect and dignity. The superintendent talked about this with the staff on opening day. Dual enrollment is here and two new classes have started with Moorpark College on OPHS campus. Work continues with summer school courses, with all Departments offering classes. We have worked with OPEF to clarify many aspects of Summer School to better align the program with district practices. We have defined a process for scholarship requests for summer school. New books and materials related to diversity were employed at the schools, including books focused on Black History and Hispanic Heritage Months. The summer read Full Cicada Moon set the tone. The athletic mission statement is complete and posted. We are continuing discussions about awards and recognitions of students.

2. **Foster creativity, play, experiential and inquiry-based learning.**
 - a. Design new spaces - including playgrounds - for students of all ages to learn, explore, and discover, both indoors and outdoors.
 - b. Provide and promote professional development for staff, parents, and the community in these areas.

PROGRESS JANUARY 2020

Funding in Measure S has limited or basically stopped our ability to make progress on (a). Professional development that was planned for elementary principals was canceled due to a lack of funds. However, progress has been made and includes increased outdoor seating at MCMS. OHES is planning outdoor, tree-covered seating as well as a 'forest.' The OHES lab has undergone a redesign to better support Innovation Space activities, and a redesign of the MCMS library is also in the works. ROES is planning the addition of outdoor learning spaces this year. The new classroom project at MCMS will serve as a great model of how this looks with sliding doors opening to a great outdoor learning space.

3. **Engage staff more deeply in shared-decision making and improve communication with staff, parents, students, and the community.**
 - a. Review District and school website design and develop a process for continuous updating.
 - b. Distribute meeting agendas and summaries for District meetings to staff.
 - c. Develop a regular communication piece from the District for parents via Parent Square.



- d. Provide at least one mailing to the Oak Park community related to Measure S projects, student achievement, athletics, and other accomplishments.
- e. Strengthen teacher leadership and support model in the following areas: NGSS, Sustainability, Reading and Writing Workshop, Math, STEAM, Technology.
- f. Create a process to invite more feedback from stakeholders including staff, parents, students, and the community and communicate what is being done in response to feedback.

PROGRESS JANUARY 2020

There is a new process for updating websites that has been implemented by the Technology Department. They are current and useful for staff, students, and parents. District committees have all been expanded to ensure that there is parent representation from all schools along with teachers and students where appropriate. Cabinet members that head committees have been sending clear meeting summaries to all staff. Although we do not have a regular communication piece to parents we have been messaging parents via ParentSquare on a variety of topics including our goals that include detailed explanations of them. The mailing piece is in production now. This will include information about our financial situation from Adam and a major Measure S piece by Brendan. Beginning with the 1st day back presentations, promoting teacher leadership has been a frequent priority. RWW coaches continue to grow in their roles by offering workshop opportunities during lunch, planning time, and after school. An ad hoc group of teachers at OPHS has formed to create interdisciplinary projects related to the UN SDGs.

4. Continue to expand school safety and student/staff well-being initiatives.

- a. Focus on student well-being in areas noted above.
- b. Find ways to integrate our progressive child nutrition program with the instructional program.
- c. Continue to collaborate with staff to provide opportunities for their self-care.
- d. Continue to work on physical safety issues such as surveillance, preparation for earthquakes, fire, evacuation, etc.
- e. Update our PE programs to ensure an inclusive program that fosters a life-long commitment to physical fitness, a love of the outdoors and encourages healthy, active lifestyles that include activities, such as walking, hiking, biking, etc.

PROGRESS JANUARY 2020

Mindful yoga classes will be provided to all PE classes at OPHS once a month from January-May. Additionally, we are offering mindful yoga classes for staff every Friday afternoon in the MCMS gym, beginning in January through the end of the school year. We purchased yoga equipment that can be used by staff and students. The PE teachers from all three levels have met periodically to discuss alignment of standards, skills, and instruction. The PE department at OPHS is considering a number of new units and courses to encourage life-long exercise habits. A new plant-based cooking class for staff is being offered this year. The Thrive event for our community has been planned. There is a service fair coming up at MCMS/OPHS. We have added security cameras to four campuses and more fencing projects. We have Challenge Success speakers coming in the spring and a therapist panel. Safe School Ambassadors is realigning its mission and collaborating with staff and students at OPHS. MCMS has started offering its activity days and that is being well received as a stress reducer and probably helping with student connectedness. We have the ADL training set up to begin this month as OPHS. The new Equity and Diversity Task Force will begin meeting this month. The gender diversity lessons were successful this fall.

OPHS Athletic Mission Statement

5. Deepen student learning through Nature-based Experiences and Environmental Stewardship in all areas of the instructional program.

- a. Promote project and nature-based learning and environmental stewardship.
- b. Increase structured and unstructured activities in nature both at school and on field trips.
- c. Embed the state Environmental Principles and Concepts and the U.N. Sustainable Development Goals into the curriculum at all levels.



PROGRESS JANUARY 2020

Our Sustainability Summit last winter culminated with us adopting the U.N. Sustainable Development Goals as a guiding principle and we have had success with teachers using these to model lessons and activities. The U.N. poster has been made available for all classrooms and common areas at the schools and we have been writing about them. History Day at MCMS has been transformed to focus on science and climate change and will be showcased at the EEAC Sustainability Fair. Teachers at OPHS and across the District are working on interdisciplinary sustainability topics. Our 5th grade PE classes are now taking hikes to supplement running and other activities. Two new courses at OPHS have been approved related to sustainability and geopolitics. Additional courses are in development.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

**SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION – 0460 LOCAL CONTROL AND
ACCOUNTABILITY PLAN - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation – 0460 – Local Control and Accountability Plan?

BACKGROUND: Board Policy 0460 updated to delete the section on "Technical Assistance/Intervention," as that material is now addressed in BP 0520 - Intervention for Underperforming Schools. Paragraph added to generally address actions that may be taken whenever a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the local control and accountability plan (LCAP). Regulation updated to reflect NEW LAW (AB 1240) which adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses. Board Policy 0460 is being submitted with recommended updates from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy and Administrative Regulation – 0460 – Local Control and Accountability Plan.
2. Do not amend Board Policy and Administrative Regulation – 0460 – Local Control and Accountability Plan.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(a)

Local Control and Accountability Plan

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions –which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" –or are part of any numerically significant student subgroup that is at risk of or is underperforming–.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English ~~Language~~ Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 0460(b)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

Public Review and Input

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(c)

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(d)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

~~At its discretion, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(e)

~~1. Assistance in identifying district strengths and weaknesses in regard to state priorities, which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.~~

~~2. Assistance from an academic, programmatic, or fiscal expert, or team of experts, or in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.~~

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

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

~~If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)~~

~~1. Revision of the district's LCAP~~

~~2. Revision of the district's budget in accordance with changes in the LCAP~~

~~3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement~~

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 or 20 USC 6311 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

(cf. 0520 - Intervention for Underperforming Schools)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(f)

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

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

47604.33 Submission of reports by charter schools

47606.5 Charter schools, local control and accountability plan

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

64001 School plan for student achievement

99300-99301 Early Assessment Program

WELFARE AND INSTITUTIONS CODE

300 Dependent child of the court

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

15494-15497 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016–
LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev.
October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(g)

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)

California Common Core State Standards: Mathematics, rev. 2013

WEB SITES

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

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

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

Adopted: 6-17-14

Amended: 6-16-15, 4-18-17, 2-19-19, [1-21-2020](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Philosophy, Goals, Objectives & Comprehensive Plans

AR 0460(a)

Local Control and Accountability Plan

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

- c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

OAK PARK UNIFIED SCHOOL DISTRICT

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Philosophy, Goals, Objectives & Comprehensive Plans

AR 0460(b)

- d. Student achievement, as measured by all of the following as applicable:
- 1) Statewide assessments of student achievement
 - 2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, ~~or~~; **have successfully completed** career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; **and have successfully completed both college entrance courses and CTE sequences or programs**
 - 3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
 - 4) The English learner reclassification rate
 - 5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - 6) The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)

(cf. 6141.5 - Advanced Placement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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AR 0460(c)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

- 2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and

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AR 0460(d)

concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of ~~–~~school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

(cf. 1113 - District and School Web Sites)

Adopted: 10-13

Amended: 6-16-15, 12-05-17, 2-19-19, [1-21-20](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION – 3350 – TRAVEL EXPENSES - First
Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation – 3350 – Travel Expenses?

BACKGROUND: Board Policy 3350 updated to clarify the requirement for board approval for all employee out of state travel. Regulation updated to include details on travel reimbursement. Board Policy 3350 is being submitted with recommended updates from staff.

ALTERNATIVES:

1. Approve the amendment to Board Policy and Administrative Regulation – 3350 – Travel Expenses.
2. Do not amend Board Policy and Administrative Regulation – 3350 – Travel Expenses.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3350(a)

Travel Expenses

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

The Governing Board shall authorize payment for actual and necessary travel expenses, incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. ~~He/she~~ The Superintendent or designee may also establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling regardless of funding source. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if ~~he/she~~ it is determined ~~ds~~ that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 – Budget)

(cf. 3110 – Transfer of Funds)

(cf. 4131/4231/4331 - Staff Development)

All out-of-state travel ~~for which reimbursement will be claimed~~ shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or

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Series 3000

Business and Non-Instructional Operations

BP 3350(b)

traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when ~~the employee~~ ~~he/she~~ is transported free of charge or by another employee who is entitled to the expense reimbursement.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 (ten) working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper cost incurred.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

EDUCATION CODE

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

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Series 3000

Business and Non-Instructional Operations

BP 3350(c)

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Adopted: 9-17-02

Amended: 1-20-04, 11-19-13, 1-21-20

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3350

District Travel Reimbursement Schedule

Reimbursement for Automobile Expenses

A online maps print out is required for all mileage reimbursements - Mileage is calculated at the approved annual IRS rate.

Reimbursement for Meals

There is a sixty-five dollars (\$65), plus up to 15% tip, maximum reimbursement per day. Individual, itemized receipts are required for claimed meals. There is no reimbursement for alcoholic beverages.

Partial days are reimbursed on a per meal basis:

Breakfast	\$15.00 maximum + up to 15% tip
Lunch	\$20.00 maximum + up to 15% tip
Dinner	\$30.00 maximum + up to 15% tip

Itemized receipts are required with approved travel reimbursement form.

Reimbursement for Lodging

Reasonable, necessary, and actual expenses.

Adopted: 12-8-04

Amended: 3-22-05, 5-15-07, 1-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.6.c. APPROVE ADOPTION OF BOARD POLICY AND AMENDMENT OF ADMINISTRATIVE REGULATION – 3515 – CAMPUS SECURITY - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed adoption of Board Policy and amendment of Administrative Regulation – 3515 – Campus Security?

BACKGROUND: Board Policy 3515 added to clarify that audio capability of surveillance equipment should be disabled in accordance with state law prohibiting the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded, and to reflect a National Institute of Justice recommendation that signage state that the district's surveillance system may or may not be actively monitored. Regulation adds section on "Locks" reflecting requirement for state-funded new construction projects, as well as certain modernization projects, to include locks that allow classroom doors to be locked from the inside. Regulation also adds strategies to increase adult presence and supervision on campus and to provide staff training in emergency response.. Board Policy 3515 is being submitted with recommendation for adoption by CSBA.

ALTERNATIVES: 1. Approve the adoption of Board Policy and amendment of Administrative Regulation – 3515 – Campus Security.
2. Do not adopt Board Policy – 3515 – Campus Security.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3515(a)

Campus Security

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5142 - Safety)

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

(cf. 0450 - Comprehensive Safety Plan)

Surveillance Systems

In consultation with the district's safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

(cf. 5131.1 - Bus Conduct)

(cf. 5145.12 - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 5125 - Student Records)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3515(b)

(cf. 5125.1 - Release of Directory Information)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act, especially:

17075.50 Classroom security locks, new construction projects

17583 Classroom security locks, modernization projects

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32289 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security departments

49050-49051 Searches by school employees

49060-49079 Student records

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.11 Disruption of schools

CALIFORNIA CODE OF REGULATIONS, TITLE 24

1010.1.9 Door operations

1010.1.11 Lockable doors from the inside

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.3 Definition of education records

COURT DECISIONS

Brannum v. Overton County School Board (2008) 516 F. 3d 489

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, rev. 2005

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs on Photos and Videos under FERPA

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Protecting Student Privacy: <http://studentprivacy.ed.gov>

Adopted: 1-21-20

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3515(a)

Campus Security

The Superintendent or designee shall ~~ensure that~~ develop a campus security ~~procedures are—
developed plan~~ which ~~are consistent with the goals~~ contributes to a positive school climate, fosters social and emotional learning and ~~objectives of the district's comprehensive safety plan—
student well-being, and site-level safety plans.~~ includes strategies to:

~~(cf. 0450—Comprehensive Safety Plan)~~

~~These procedures shall include strategies and methods to:—~~

1. Secure the campus perimeter and school facilities in order to prevent criminal activity.—

These strategies ~~shall may~~ include ~~ana~~ risk management analysis of ~~the building each~~ campus' security system, lighting system, and ~~campus~~ fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping ~~shall—
may~~ also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing.—

These ~~procedures~~ strategies may include installing locks, requiring visitor registration, ~~requiring~~ providing staff and student identification tags, and patrolling places used for congregating and loitering.

~~(cf. 1250 - Visitors/Outsiders)~~

~~(cf. 3515.2 - Disturbances~~ Disruptions)

~~(cf. 5112.5 - Open/Closed Campus)~~

3. Discourage vandalism and graffiti.—

These ~~methods~~ strategies may include plans to immediately cover graffiti ~~as well as and~~ implement campus beautification ~~projects and shall also include students and the—
community in these projects.—.~~

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

~~(cf. 5131.5 - Vandalism, Theft and Graffiti)~~

~~(cf. 5137 - Positive School Climate)~~

~~(cf. 6142.4 - Service Learning/Community Service Classes)~~

4. Control access to keys and other school inventory.—

~~(cf. 3440 - Inventories)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3515(b)

5. Detect and intervene with school crime:

These ~~procedures~~strategies may include ~~the creation of~~creating a school watch program, ~~increasing adult presence and supervision,~~ establishing an anonymous crime reporting system, ~~analysis of~~analyzing school crime incidents, and ~~collaboration and communication~~collaborating with local law enforcement agencies, ~~including providing for law enforcement presence.~~

(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 3516.2 - Bomb Threats)
(cf. 5116.2 - Involuntary Student Transfers)
(cf. 5131.2 - Bullying)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5141.52 - Suicide Prevention)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6164.2 - Guidance/Counseling Services)

All staff shall receive training in building and grounds security procedures~~and emergency response.~~

(cf. 3515.3 - District Police/Security Department)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

~~These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.~~

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.1.9, 1010.1.11)

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to ~~those~~authorized employees who regularly need a key in order to carry out ~~normal activities of their position~~job responsibilities.

~~The~~The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3515(c)

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee immediately and shall pay for a replacement key.

~~Keys shall be used only by authorized employees and shall never be loaned to students.~~

~~The master key shall not be loaned and the duplication of school keys is prohibited.—~~

Legal Reference:

~~EDUCATION CODE~~

~~32020—Access gates~~

~~32211—Threatened disruption or interference with classes~~

~~35294 35294.9—School safety plans~~

~~38000-38005—Security patrols~~

~~PENAL CODE~~

~~469—Unauthorized making, duplicating or possession of key to public building~~

~~626-626.10—Disruption of schools~~

Management Resources:

~~CDE PUBLICATIONS~~

~~Safe Schools:—A Planning Guide for Action, 1995~~

~~CSBA PUBLICATIONS~~

~~Protecting Our Schools:—Governing Board Strategies to Combat School Violence, 1995~~

Adopted: 9-17-02

Amended: 1-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY– 5131 – CONDUCT -
First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy– 5131 – Conduct?

BACKGROUND: Board Policy 5131 updated to reflect NEW LAW (AB 272) which authorizes boards to limit or prohibit, except under specified circumstances, student use of smartphones while at school or while under the supervision and control of a district employee. Details regarding student use of mobile communication devices moved to BP 5131.8 - Mobile Communication Devices. Board Policy 5131 is being submitted with recommended updates from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 5131 – Conduct.
2. Do not amend Board Policy 5131 – Conduct.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131(a)

Conduct

The Governing Board believes that all students have the right to be educated in a **safe and** positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program **while** on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that each school ~~site~~ develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff ~~and~~, **or** others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

(cf. 5131.7 - Weapons and Dangerous Instruments)–

(cf. 5142 - Safety)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily or emotional harm, or substantial disruption to the school ~~environment~~ **program**

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to **students, staff, or** the district, ~~staff or students–~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131(b)

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism, ~~Theft~~ and Graffiti)

6. Obscene acts or use of profane, vulgar, ~~obscene, discriminatory,~~ or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)

~~Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall first obtain permission from the principal or designee.~~

9. Use of ~~cellular/digital telephone~~ a cell phone, smart watch, pager, or other mobile ~~communications~~ communication device during instructional time or in an unauthorized manner in violation of district policy

~~Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee.~~

~~10. Any device with camera, video, or video recording function shall not be used in any manner which infringes on the privacy rights of any other person.~~

~~No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)~~

(cf. 5131.8 - Mobile Communication Devices)
(cf. 6163.4 - Student Use of Technology)

10. Plagiarism or dishonesty ~~in~~ on school work or ~~on~~ tests

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131(c)

11. Wearing of any attire that violates district or school dress codes, including gang-related apparel

~~12. Use of cellular/digital telephone, pagers, or other mobile communication device while driving on school grounds or to and from a school-related activity except as allowed by law~~

~~13. Plagiarism or dishonesty in school work or on tests~~

~~5131.9 Academic Honesty)~~

~~(cf. 6162.54 Test Integrity/Test Preparation)~~

~~(cf. 6162.6 Use of Copyrighted Materials)~~

~~14. Inappropriate attire—~~

~~(cf. 5132 - Dress and Grooming)~~

~~(cf. 5136 - Gangs)~~

12. Tardiness or unexcused absence from school

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School Attendance Review Board)

13. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Employees are expected to ~~provide appropriate supervision to~~ enforce standards of conduct and, ~~if~~when they observe or receive a report of a violation of these standards, to ~~immediately~~ appropriately intervene or ~~call for~~seek assistance. ~~If an~~As necessary, the employee ~~believes a~~ matter has not been resolved, ~~he/she~~shall refer the matter to ~~his/her~~a supervisor or ~~administrator~~for further investigationthe principal or designee.

When a school ~~official~~employee suspects that a search of a student or ~~his/her~~a student's belongings will turn up evidence of the ~~student's~~student's violation of the law or school rules, such a search ~~will~~shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in ~~any unethical or illegal~~activityan unauthorized manner, a district employee may confiscate the device. The employee shall store the ~~item in a secure manner~~device securely until ~~an appropriate time~~it is returned to the student or turned over to the principal or designee, as appropriate.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131(d)

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate. –

~~(cf. 1020 – Youth Services)~~

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Students ~~may~~ also ~~may~~ be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities. –

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board ~~authority to set~~ policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension ~~or~~ and expulsion

~~48908 Duties of students~~

51512 Prohibition ~~use of~~ against electronic listening or recording device in classroom without permission –

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor –

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope ~~or~~ laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of ~~cellular~~ electronic devices while driving

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131(e)

CODE OF REGULATIONS, TITLE 5

300-307 Duties of ~~pupils~~-students

UNITED STATES CODE, TITLE 42

~~2000h-2000h620~~ [620 USC 1681-1688](#) Title IX, 1972 Education Act Amendments–

UNITED STATES CODE, TITLE 47

~~254 Universal service discounts (e-rate)~~

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District, ~~(2000)~~ (2001, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

New Jersey v. T.L.O., (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

~~*Digital Discipline: Off Campus Student Conduct, the First Amendment and Web Sites, School Law in Review*, 2001~~

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss/>

Center for Safe and Responsible Internet Use: ~~<http://csriu.org> and~~

~~<http://cyberbully.org>~~ <http://www.ewa.org/organization/center-safe-and-responsible-internet-use>

~~National School Boards Association: <http://nsba.org>~~

National School Safety Center: ~~<http://www.schoolsafety.us>~~ <http://www.schoolsafety.us>

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

Adopted: 5-25-78

Amended: 10-15-80, 5-15-84, 5-20-86, 8-5-92, 9-17-02, 11-16-04, 2-19-08, 3-17-09, 9-21-10,
8-21-12, [1-21-20](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: B.6.e. APPROVE ADOPTION OF NEW BOARD POLICY– 5131.8 – MOBILE COMMUNICATION DEVICES - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed adoption of New Board Policy– 5131.8 – Mobile Communication Devices?

BACKGROUND: New policy 5131.8 reflects NEW LAW (AB 272) which authorizes boards to limit or prohibit student use of smartphones while at school or while under the supervision and control of a district employee, except under specified circumstances (i.e., in an emergency, with permission of teacher or administrator, when directed by student's health care provider, when required by student's individualized education program). Policy also addresses reasonable search of students' mobile communication devices, employees' authority to confiscate a device, and discipline for off-campus use of a mobile communication device which poses a threat of danger to the safety of students, staff, or district property or substantially disrupts school activities. Board Policy 5131.8 is being submitted for adoption by the recommendations of CSBA.

ALTERNATIVES: 1. Approve the adoption of Board Policy 5131.8 – Mobile Communication Devices.
2. Do not adopt Board Policy 5131.8 – Mobile Communication Devices.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.8(a)

Mobile Communication Devices

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive to the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.9 - Academic Honesty)
(cf. 5137 - Positive School Climate)
(cf. 5141.52 - Suicide Prevention)
(cf. 6163.4 - Student Use of Technology)

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

(cf. 6159 - Individualized Education Program)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.8(b)

(cf. 5145.12 - Search and Seizure)
(cf. 5145.2 - Freedom of Speech/Expression)

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion, especially:

48901.5 Regulation of possession or use of electronic signaling devices

48901.7 Limitation or prohibition of student use of cell phones

51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness

COURT DECISIONS

J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094

New Jersey v. T.L.O. (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.8(c)

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

Center for Safe and Responsible Internet Use: <http://www.ewa.org/organization/center-safe-and-responsible-internet-use>

National School Safety Center: <http://www.schoolsafety.us>

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

Adopted: 1-21-20

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

**SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION – 5142 – SAFETY - First Reading
ACTION**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation – 5142 – Safety?

BACKGROUND: Board Policy 5142 updated to add the district's responsibility to provide for the proper supervision of students during before- and after-school programs, morning drop-off at school, and afternoon pick-up and to provide for appropriate student instruction in emergency procedures. Policy adds section reflecting the requirement to print safety hotline numbers on student identification cards for students in grades 7-12, including the National Suicide Prevention Lifeline and, pursuant to NEW LAW (SB 316), the National Domestic Violence Hotline. Regulation updated to add communication of school rules to students, the responsibility of individuals supervising students to remain alert for unauthorized persons, and the requirement for inspection of new playgrounds by a certified safety inspector. Regulation also updates the list of activities with safety risks in accordance with the legal definition of "hazardous recreational activity" and prohibits any such activity unless it is properly supervised, students wear protective gear as appropriate, and participants have insurance coverage. Section on "Laboratory Safety" expanded to include student instruction in safety procedures, proper handling of hazardous materials and bloodborne pathogens, and accessibility of emergency information and first aid supplies. Board Policy 5142 is being submitted with recommended updates from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy and Administrative Regulation – 5142 – Safety.
2. Do not amend Board Policy and Administrative Regulation – 5142 – Safety.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5142(a)

Safety

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and ~~helps ensure~~ promotes student safety and ~~the prevention of student injury. The Superintendent or designee~~ well-being. Appropriate measures shall ~~implement appropriate practices~~ be implemented to minimize the risk of harm to students, including ~~practices relative~~, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, ~~outdoor environment~~, and guiding student participation in educational programs and school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)
(cf. 3515 - Campus Security)
(cf. 3515.21 - Unmanned Aircraft Systems (Drones))
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3530 - Risk Management/Insurance)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5142.1 - Identification and Reporting of Missing Children)
(cf. 5143 - Insurance)
~~(cf. 5144 - Discipline)~~
~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~
(cf. 6145.2 - Athletic Competition)
~~(cf. 6161.3 - Toxic Art Supplies)~~
(cf. 6163.2 - Animals at School)
(cf. 7111 - Evaluating Existing Buildings)

School Staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, while at school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district transportation ~~to and from school~~.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, and emergency procedures, as well as injury prevention and disease prevention.

(cf. 5141.7 - Sun Safety)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5142(b)

(cf. 6142.8 - Comprehensive Health Education)

Crossing Guards/[Student Safety Patrol](#)

To assist students in safely crossing streets adjacent to or near school sites, the Board ~~will seek funding from the Municipal Advisory Council to~~ [may](#) employ crossing guards and/or establish a [student](#) safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

(cf. 5142.2 - Safe Routes to School Program)

[Student Identification Cards and Safety Information](#)

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5, 217)

1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number

(cf. 5141.52 - Suicide Prevention)

2. The National Domestic Violence Hotline

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Legal Reference:

EDUCATION CODE

8482-8484.65 After School ~~Learning~~[Education](#) and ~~Safe Neighborhood Partnerships~~[Safety](#) Program

17280-17317 Building approvals (Field Act)

17365-17374 Fitness of school facilities for occupancy

32001 Fire alarms and drills

32020 School gates; entrances for emergency vehicles

32030-32034 Eye safety

32040 First aid equipment

~~32050-32051 Hazing~~

32225-32226 Two-way communication devices in classrooms

32240-32245 Lead-free schools

32250-32254 CDE school safety and security resources unit

32280-~~32288~~[32289](#) Safety plans

44807 Duty of teachers concerning conduct of students ~~to and from schools, on playgrounds, and during recess~~

44808 Exemption from liability when students are not on school property

44808.5 Permission for students to leave school grounds; notice (high school)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5142(c)

45450-45451 Crossing guards

[48900 Hazing](#)

49300-49307 School safety patrol

49330-49335 Injurious objects

49341 Hazardous materials in school science laboratories

51202 Instruction in personal and public health and safety

GOVERNMENT CODE

810-996.6 California Tort Claims Act, ~~especially:~~

HEALTH AND SAFETY CODE

115725-115735 Playground safety

115775-115800 Wooden playground equipment

~~115810-115816 Playground safety and recycling grants~~

116046 Issuance of best practices guidelines for K-12 pool safety

PENAL CODE

245.6 Hazing

PUBLIC RESOURCES CODE

5411 Purchase of equipment usable by ~~physically disabled~~ persons [with disabilities](#)

VEHICLE CODE

21100 Rules and regulations; crossing guards

[21201 Rules for operation of bicycle on roadway](#)

21212 Use of helmets

42200 Fines and forfeitures, disposition by cities

42201 Fines and forfeitures, disposition by counties

CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with a contagious disease

570-576 School safety patrols

5531 Supervision of social activities

5552 Playground supervision

5570 When school shall be open and teachers present

[14030 Standards for development of plans for the design and construction of school facilities](#)

14103 Bus driver; authority over pupils

COURT DECISIONS

[J.H. v. Los Angeles Unified School District, \(2010\) 183 Cal.App.4th 123](#)

[Lane v. City of Sacramento, \(2010\) 183 Cal. App. 4th. 1337](#)

[Wiener v. Southcoast Childcare Centers, \(2004\) 32 Cal.4th 1138](#)

[Kahn v. East Side Union High School District, \(2003\) 31 Cal.4th 990](#)

[Knight v. Jewett, \(1992\) 3 Cal.4th 296, 313](#)

[Hoyem v. Manhattan Beach City School District, \(1978\) 22 Cal. 3d 508](#)

[Dailey v. Los Angeles Unified School District, \(1970\) 2 Cal 3d 741](#)

Management Resources:

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

~~Handbook for Public Playground Safety, 1997, Pub. No. 325~~

AMERICAN SOCIETY FOR TESTING AND MATERIALS

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, ~~2005~~2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

[Science Safety Handbook for California Public Schools, 2014](#)

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

[Public Playground Safety Handbook, 2010](#)

WEB SITES

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5142(d)

American Society for Testing and Materials: <http://www.astm.org>

~~CDE~~*California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>*

California Department of Public Health-Services: <http://www.dhs.cdph.ca.gov>

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

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

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

U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>

U.S. Department of Education, Safe Schools: <http://www.ed.gov/about/offices/list/osep/osep/gtss.html>

Adopted: 10-15-80

Amended: 8-4-82; 5-15-84; 5-20-86; 8-18-92; 9-17-02, 11-14-06, 1-21-20

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(a)

Safety

Each principal or designee shall establish ~~school~~ emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials ~~and for student conduct~~, consistent with law, Board policy, and administrative regulation. ~~Copies of the~~ The rules shall be communicated to students, distributed to parents/guardians, and ~~be~~ readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of ~~Student to Adult~~ Students

Students shall be released during the school day only ~~into~~ the custody of an adult ~~if: The~~ ~~adult~~who is one of the following:

1. The student's custodial parent/guardian ~~with custody.~~

(cf. 5021 - Noncustodial Parents)

2. An adult ~~has been~~ authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, ~~and provided~~ the principal or designee verifies the adult's ~~identification.~~ identity

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. ~~The adult is a properly~~ An authorized law enforcement officer acting in accordance with law;

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

(cf. 5145.13 - Response to Immigration Enforcement)

4. ~~The~~ An adult ~~is~~ taking the student to emergency medical care at the request of the principal or designee;

(cf. 5141 - Health Care and Emergencies)

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than ~~30~~15 minutes before the time ~~when~~that school starts. (~~5-CCR-5570~~)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(b)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert ~~in-~~ ~~spotting for unauthorized persons~~ and dangerous conditions, promptly report any such ~~conditions~~ observations to the principal or designee, and file a written report ~~on such conditions~~ as appropriate.

(cf. 1250 - Visitors/Outsiders)

(cf. 3530 - Risk Management/Insurance)

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. ~~Where~~ Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision
2. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help ~~them to forestall~~ prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.2 - Disruptions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 5131.4 - Student Disturbances)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Playground Safety

Any new playground or any replacement of equipment or modification of components ~~in-~~ ~~side~~ inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(c)

by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

~~Any playground installed between January 1, 1994 and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. — (Health and Safety Code 115725)~~

Activities with Safety Risks

~~Because of~~Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
- ~~6. Snow trips~~
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(d)

15. Surfing

16. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet ~~that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212).~~

Laboratory Safety

The principal of each school offering laboratory work ~~to students~~ shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.—

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

(cf. 3514.1 - Hazardous Substances)

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 5141.22 - Infectious Diseases)

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also ~~may~~

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5142(e)

provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

(cf. 3260 - Fees and Charges)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent [provided by their parents/guardians](#), under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

Adopted: 5-15-84

Amended: 5-20-86, 8-18-92, 9-17-02, 7-06, 7-07, [1-21-20](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

**SUBJECT: B.6.g. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION – 6145.6 – INTERNATIONAL
EXCHANGE - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation – 6145.6 – International Exchange?

BACKGROUND: Board Policy 6145.6 updated to clarify the scope of the policy, separate material pertaining to district students studying in another country and material pertaining to international exchange students studying in district schools, and reflect CSBA Legal Guidance. Policy also addresses student eligibility, information to obtain from the placement organization, and methods that may be used to calculate the total cost of educating an international student for the purpose of determining tuition. Regulation reflects the requirement to provide the placement organization with written acceptance of a student's enrollment, clarifies that a student's enrollment may be for one semester or one year, and adds optional language regarding the provision of a school transcript. Board Policy 6145.6 is being submitted with recommended updates from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy and Administrative Regulation – 6145.6 – International Exchange.
2. Do not amend Board Policy and Administrative Regulation – 6145.6 – International Exchange.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.6(a)

International Exchange

The Governing Board recognizes the ~~eat~~ value of interactions ~~personal contact~~ between students of different countries and cultures in promoting ~~es~~ global awareness and international understanding in an increasingly globalized and interconnected world. ~~To that end, t~~The Board welcomes the enrollment of international exchange students in district schools and ~~further~~ encourages district students to take advantage of ~~any~~ opportunities that they may have to participate in such programs and study in another country.

With Board approval, a district school may establish a sister-school relationship with a school in another country.

District Students Studying in Another Country

School counselors may provide information regarding international exchange programs and academic counseling to district students who wish to study in a foreign country. Such counseling shall include a review of the student's completed coursework, academic achievement, and personal goals, and shall advise the student regarding requirements that the student must meet during attendance in the foreign school in order to maintain progress toward meeting district graduation requirements.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6164.2 - Guidance/Counseling Services)

Credit for courses successfully completed in the foreign country shall be granted in accordance with Board policy and administrative regulation.

(cf. 6146.11 - Alternative Credits Toward Graduation)

International ~~Student Exchange Programs~~ Students in District Schools

~~To enroll in a district school, an international exchange student must be participating in an exchange program registered with the California Attorney General's Office, designated by the U.S. Department of State and accepted for listing on the Council for Standards for International Educational Travel's Advisory List~~

Before enrolling an international exchange student in a district school, the Superintendent or designee shall request proof that the student is participating in an International Student Exchange Placement Organization (ISEPO) program registered with the California Attorney General's Office.

The Superintendent or designee shall obtain from the ISEPO a description of the services to be performed by the ISEPO for the student, host family, and the district; telephone numbers that the

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.6(b)

student, host family, or district may contact for assistance; and a summary of the student's complete prior academic coursework completed. (Government Code 12628; 22 CFR 62.25)

The district may require additional documents which may include, but are not limited to, evidence that the student has health and accident insurance from the time of departure from home to the time the student returns to the home country. (11 CCR 360; 22 CFR 62.25)

When necessary, because of overcrowding with district schools or limited district resources, the Superintendent or designee may limit the number of international exchange students to be accepted at any district high school during any school year.

The district shall not incur any financial obligations when ~~sending and/or receiving educating international~~ exchange students. ~~Program sponsors shall provide assurance of their responsibility for health, accident and liability insurance, the student's home placement, and the resolution of any related personal difficulties which may arise.~~ An international student, or the ISEPO on behalf of the student, shall reimburse the district for the full, unsubsidized per capita cost of providing education at a district school for the period of the visiting student's attendance.

(cf. 3260 - Fees and Charges)

In determining the tuition for international exchange students, the district shall calculate the total cost of educating the student, including, but not limited to, the amount expended per student for the current provision of instruction and services, the use of buildings and equipment, the repayment of local bonds and interest payments and state building loan funds, capital outlay, and transportation to and from school.

The Superintendent or designee shall establish district criteria for issuing regular or honorary diplomas to international-exchange students. The principal or designee ~~may~~shall refer to these criteria when ~~assisting~~ helping international exchange students in selecting classes and co-curricular activities based on the student's individual qualifications, needs and interests.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 6146.1 – High School Graduation Requirements)
(cf. 6146.3 – Reciprocity of Academic Credit)

~~District staff shall provide relevant counseling to district students who wish to study in a foreign country. District credit for courses successfully completed in the foreign country shall be granted in accordance with Board policy and administrative regulation.~~

(cf. 6146.11 – Alternative Credits Toward Graduation)

Legal Reference:

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.6(c)

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35185 Miscellaneous administrative authority

48052 Nonresidents

48204.4 Evidence of residency for school enrollment

51225.5 Honorary diplomas; foreign exchange students

GOVERNMENT CODE

12620-12630 International Student Exchange Visitor Placement Organizations

87100 General prohibition, conflict of interest

CALIFORNIA CODE OF REGULATIONS, TITLE 11

350-384 California Uniform Supervision of International Student Exchange Visitor Placement Organizations

CODE OF FEDERAL REGULATIONS, TITLE 8

214.2 Students in academic high schools

CODE OF FEDERAL REGULATIONS, TITLE 22

62.25 Secondary school students, exchange visitor program

Management Resources:

CSBA PUBLICATIONS

Legal Guidance Regarding International Student Exchange Placement Organizations, 2014

WEB SITES

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

~~California Attorney General's Office: <http://www.caag.state.ca.us>~~

California Interscholastic Federation: <http://www.cifstate.org>

California Office of the Attorney General, ISEPO: <http://oag.ca.gov/exchangestudents>

Council on Standards for International Education Travel: <http://www.csiet.org>

U.S. Department of State, Bureau of Educational and Cultural Affairs: <http://exchanges.state.gov>

U.S. Department of State, Exchange Visitor Program: <http://j1visa.state.gov/programs/secondary-school-student>

U.S. Immigration and Customs Enforcement: <http://www.ice.gov>

Adopted: 9-17-02

Amended: 8-24-04, 11-16-04, 1-21-20

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145.6(a)

International Exchange

Admission

Prior to enrolling an international exchange student, the Superintendent or designee shall provide the International Student Exchange Placement Organization with written acceptance for the enrollment, including arrangements concerning the payment of tuition or the waiver of the tuition if applicable. (11 CCR 361; 22 CFR 62.25)

(cf. 5111.2 - Nonresident Foreign Students)

In order to approve the admission of a international exchange student, the Superintendent or designee must receive a written request for enrollment before the end of the preceding school year.

Enrollment shall be for one ~~(1)~~ semester or one year only. (22 CFR 62.25)

~~*(cf. 5111.2 - Nonresident Foreign Students)*~~

All international exchange students ~~must~~ **shall** meet state and district immunization requirements.

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.31 - Immunizations)

Athletics

International exchange students shall be eligible for participation in interscholastic sports in accordance with state bylaws of the California Interscholastic Federation (CIF) as well as application section bylaws.

(cf. 6145 – Extracurricular and Cocurricular Activities)

(cf. 6145.2 – Athletic Competition)

Diplomas

International exchange students may be considered for a diploma if they have satisfactorily completed the district's graduation requirements.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 – Alternative Credits Toward Graduation)

(cf. 6146.3 – Reciprocity of Academic Credit)

International exchange students who are not eligible for a regular diploma ~~will~~ may receive an honorary diploma, provided they have completed at least one semester of full-time enrollment and achieved at least a 2.0 grade point average.

(cf. 5127 - Graduation Ceremonies and Activities)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145.6(b)

~~At the discretion of the principal or designee, i~~International exchange students who do not meet ~~the~~ requirements for a regular or an honorary diploma may, at the end of their visit, be given a ~~certificate or~~ letter certifying the time period for which they were enrolled ~~as well as a transcript documenting their completed coursework.~~

Adopted: 9-17-02

Amended: 7-04, 1-21-20

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: VII.1 MONTHS 4 AND 5 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Months 4 and 5 of the 2019-20 school year?

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

FISCAL IMPACT: None. Information only.

RECOMMENDATION: None. Information only.

Prepared by: Lynn Framer, Senior Accountant
Byron Jones, Director of Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Month 4: October 28, 2019 - November 22, 2019										Year to Date: August 5, 2019 - November 22, 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																								
K	107	95	12		102.17	91.89	10.28		95.49%	96.73%	-1.24%		K	107	95	12		102.93	93.20	9.73		96.20%	98.11%	-1.91%
1	79	84	(5)		77.35	82.22	(4.87)		97.91%	97.88%	0.03%		1	79	84	(5)		77.11	82.22	(5.11)		97.61%	97.88%	-0.27%
2	106	84	22		103.00	82.22	20.78		97.17%	97.88%	-0.71%		2	106	84	22		100.44	83.52	16.92		94.75%	99.43%	-4.67%
3	93	82	11		91.12	79.89	11.23		97.98%	97.43%	0.55%		3	93	82	11		89.51	79.03	10.48		96.25%	96.38%	-0.13%
4	94	97	(3)		89.71	93.67	(3.96)		95.44%	96.57%	-1.13%		4	94	97	(3)		90.19	96.24	(6.05)		95.95%	99.22%	-3.27%
5	113	125	(12)		110.41	123.22	(12.81)		97.71%	98.58%	-0.87%		5	113	125	(12)		109.28	122.17	(12.89)		96.71%	97.74%	-1.03%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Tota	592	567	25		573.76	553.11	20.65		96.92%	97.55%	-0.63%		Tota	592	567	25		569.46	556.38	13.08		96.19%	98.13%	-1.93%
OHES													OHES											
K	101	94	7		98.58	91.55	7.03		97.60%	97.39%	0.21%		K	101	94	7		97.00	90.32	6.68		96.04%	96.09%	-0.05%
1	82	87	(5)		78.53	84.33	(5.80)		95.77%	96.93%	-1.16%		1	82	87	(5)		78.94	84.40	(5.46)		96.27%	97.01%	-0.74%
2	78	81	(3)		76.06	80.89	(4.83)		97.51%	99.86%	-2.35%		2	78	81	(3)		76.97	81.25	(4.28)		98.68%	100.31%	-1.63%
3	82	79	3		79.59	75.22	4.37		97.06%	95.22%	1.84%		3	82	79	3		79.43	76.24	3.19		96.87%	96.51%	0.36%
4	79	95	(16)		78.47	94.67	(16.20)		99.33%	99.65%	-0.32%		4	79	95	(16)		78.06	93.06	(15.00)		98.81%	97.96%	0.85%
5	95	97	(2)		92.24	94.00	(1.76)		97.09%	96.91%	0.18%		5	95	97	(2)		91.99	95.78	(3.79)		96.83%	98.74%	-1.91%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Tota	517	533	(16)		503.47	520.66	(17.19)		97.38%	97.68%	-0.30%		Tota	517	533	(16)		502.39	521.05	(18.66)		97.17%	97.76%	-0.58%
ROES													ROES											
K	131	118	13		125.74	114.77	10.97		95.98%	97.26%	-1.28%		K	131	118	13		124.88	112.77	12.11		95.33%	95.57%	-0.24%
1	107	85	22		105.05	81.89	23.16		98.18%	96.34%	1.84%		1	107	85	22		104.26	83.71	20.55		97.44%	98.48%	-1.04%
2	83	86	(3)		81.11	83.67	(2.56)		97.72%	97.29%	0.43%		2	83	86	(3)		82.26	84.05	(1.79)		99.11%	97.73%	1.38%
3	84	107	(23)		81.74	104.11	(22.37)		97.31%	97.30%	0.01%		3	84	107	(23)		82.08	103.35	(21.27)		97.71%	96.59%	1.13%
4	112	97	15		109.05	94.22	14.83		97.37%	97.13%	0.23%		4	112	97	15		109.14	95.33	13.81		97.45%	98.28%	-0.83%
5	95	97	(2)		93.11	95.67	(2.56)		98.01%	98.63%	-0.62%		5	95	97	(2)		91.73	95.48	(3.75)		96.56%	98.43%	-1.88%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Tota	612	590	22		595.80	574.33	21.47		97.35%	97.34%	0.01%		Tota	612	590	22		594.35	574.69	19.66		97.12%	97.41%	-0.29%
MCMS													MCMS											
6	368	357	11		359.12	349.56	9.56		97.59%	97.92%	-0.33%		6	368	357	11		361.33	348.48	12.85		98.19%	97.61%	0.57%
7	357	350	7		346.59	334.22	12.37		97.08%	95.49%	1.59%		7	357	350	7		347.29	342.40	4.89		97.28%	97.83%	-0.55%
8	359	382	(23)		349.41	372.00	(22.59)		97.33%	97.38%	-0.05%		8	359	381	(22)		350.27	375.08	(24.81)		97.57%	98.45%	-0.88%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Tota	1,084	1,089	(5)		1,055.12	1,055.78	(0.66)		97.34%	96.95%	0.39%		Tota	1,084	1,088	(4)		1,058.89	1,065.96	(7.07)		97.68%	97.97%	-0.29%
OPHS													OPHS											
9	390	401	(11)		379.88	393.67	(13.79)		97.41%	98.17%	-0.77%		9	390	401	(11)		382.14	394.75	(12.61)		97.98%	98.44%	-0.46%
10	393	400	(7)		381.71	390.67	(8.96)		97.13%	97.67%	-0.54%		10	393	400	(7)		384.22	391.02	(6.80)		97.77%	97.76%	0.01%
11	378	366	12		362.53	350.78	11.75		95.91%	95.84%	0.07%		11	378	366	12		367.16	355.27	11.89		97.13%	97.07%	0.06%
12	350	382	(32)		336.59	361.78	(25.19)		96.17%	94.71%	1.46%		12	350	382	(32)		338.07	367.36	(29.29)		96.59%	96.17%	0.42%
SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%		SDC	-	-	-		-	-	-		0.00%	0.00%	0.00%
Tota	1,511	1,549	(38)		1,460.71	1,496.90	(36.19)		96.67%	96.64%	0.04%		Tota	1,511	1,549	(38)		1,471.59	1,508.40	(36.81)		97.39%	97.38%	0.01%
OVHS													OVHS											
10-1	36	36	-		35.48	34.84	0.64		98.56%	96.78%	1.78%		10-1	36	40	(4)		35.02	33.42	1.60		97.28%	83.55%	13.73%
OPIS													OPIS											
K-12	166	208	(42)		163.17	198.77	(35.60)		98.30%	95.56%	2.73%		K-12	165	208	(43)		159.95	202.50	(42.55)		96.94%	97.36%	-0.42%
Other***	1	3	(2)		2.63	2.82	(0.19)						Other***	1	3	(2)		2.63	2.82	(0.19)				
Total	4,519	4,575	(56)		4,390.14	4,437.21	(47.07)		97.15%	96.99%	0.16%		Total	4,518	4,578	(60)		4,394.28	4,465.22	(70.94)		97.26%	97.54%	-0.27%

Month 5: November 25, 2019 - December 20, 2019										Year to Date: August 5, 2019 - December 20, 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	95	12	102.40	89.75	12.65	95.70%	94.47%	1.23%	K	107	95	12	102.84	92.36	10.48	96.11%	97.22%	-1.11%
1	79	83	(4)	75.40	80.05	(4.65)	95.44%	96.45%	-1.00%	1	79	83	(4)	76.82	81.59	(4.77)	97.24%	98.30%	-1.06%
2	104	83	21	101.13	80.60	20.53	97.24%	97.11%	0.13%	2	104	83	21	100.56	82.82	17.74	96.69%	99.78%	-3.09%
3	93	82	11	88.40	78.85	9.55	95.05%	96.16%	-1.10%	3	93	82	11	89.32	78.99	10.33	96.04%	96.33%	-0.29%
4	93	97	(4)	89.07	92.55	(3.48)	95.77%	95.41%	0.36%	4	93	97	(4)	90.00	95.35	(5.35)	96.77%	98.30%	-1.52%
5	114	122	(8)	106.67	120.35	(13.68)	93.57%	98.65%	-5.08%	5	114	123	(9)	108.83	121.73	(12.90)	95.46%	98.97%	-3.50%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	590	562	28	563.07	542.15	20.92	95.44%	96.47%	-1.03%	Total	590	563	27	568.37	552.84	15.53	96.33%	98.20%	-1.86%
OHES										OHES									
K	102	93	9	95.53	89.70	5.83	93.66%	96.45%	-2.79%	K	102	93	9	96.75	90.17	6.58	94.85%	96.96%	-2.10%
1	81	87	(6)	79.13	84.65	(5.52)	97.69%	97.30%	0.39%	1	81	87	(6)	79.01	84.06	(5.05)	97.54%	96.62%	0.92%
2	77	82	(5)	73.20	79.75	(6.55)	95.06%	97.26%	-2.19%	2	77	82	(5)	76.32	80.89	(4.57)	99.12%	98.65%	0.47%
3	81	80	1	79.93	77.65	2.28	98.68%	97.06%	1.62%	3	81	80	1	79.52	76.30	3.22	98.17%	95.38%	2.80%
4	80	96	(16)	76.80	94.55	(17.75)	96.00%	98.49%	-2.49%	4	80	96	(16)	77.84	93.12	(15.28)	97.30%	97.00%	0.30%
5	95	98	(3)	90.93	94.20	(3.27)	95.72%	96.12%	-0.41%	5	95	98	(3)	91.80	95.52	(3.72)	96.63%	97.47%	-0.84%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	516	536	(20)	495.52	520.50	(24.98)	96.03%	97.11%	-1.08%	Total	516	536	(20)	501.24	520.06	(18.82)	97.14%	97.03%	0.11%
ROES										ROES									
K	130	121	9	121.40	115.65	5.75	93.38%	95.58%	-2.19%	K	130	121	9	124.29	112.95	11.34	95.61%	93.35%	2.26%
1	108	84	24	102.33	82.05	20.28	94.75%	97.68%	-2.93%	1	108	84	24	103.93	83.25	20.68	96.23%	99.11%	-2.88%
2	82	84	(2)	80.13	82.65	(2.52)	97.72%	98.39%	-0.67%	2	82	84	(2)	81.90	83.54	(1.64)	99.88%	99.45%	0.43%
3	84	107	(23)	80.93	104.10	(23.17)	96.35%	97.29%	-0.94%	3	84	107	(23)	82.22	103.53	(21.31)	97.88%	96.76%	1.12%
4	112	99	13	106.73	94.35	12.38	95.29%	95.30%	-0.01%	4	112	99	13	108.73	94.94	13.79	97.08%	95.90%	1.18%
5	95	96	(1)	90.27	94.40	(4.13)	95.02%	98.33%	-3.31%	5	95	96	(1)	91.48	95.20	(3.72)	96.29%	99.17%	-2.87%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	611	591	20	581.79	573.20	8.59	95.22%	96.99%	-1.77%	Total	611	591	20	592.55	573.41	19.14	96.98%	97.02%	-0.04%
MCMS										MCMS									
6	367	354	13	357.87	345.20	12.67	97.51%	97.51%	0.00%	6	367	354	13	360.81	347.02	13.79	98.31%	98.03%	0.29%
7	357	348	9	342.47	339.10	3.37	95.93%	97.44%	-1.51%	7	357	348	9	346.47	341.35	5.12	97.05%	98.09%	-1.04%
8	355	381	(26)	343.93	368.45	(24.52)	96.88%	96.71%	0.18%	8	355	381	(26)	349.19	372.96	(23.77)	98.36%	97.89%	0.47%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	1,079	1,083	(4)	1,044.27	1,052.75	(8.48)	96.78%	97.21%	-0.43%	Total	1,079	1,083	(4)	1,056.47	1,061.33	(4.86)	97.91%	98.00%	-0.09%
OPHS										OPHS									
9	389	399	(10)	379.13	390.45	(11.32)	97.46%	97.86%	-0.39%	9	390	399	(9)	381.73	393.73	(12.00)	97.88%	98.68%	-0.80%
10	390	396	(6)	382.67	388.15	(5.48)	98.12%	98.02%	0.10%	10	390	396	(6)	383.97	390.33	(6.36)	98.45%	98.57%	-0.11%
11	374	358	16	363.13	350.30	12.83	97.09%	97.85%	-0.76%	11	374	358	16	366.53	354.08	12.45	98.00%	98.91%	-0.90%
12	349	379	(30)	332.33	363.05	(30.72)	95.22%	95.79%	-0.57%	12	349	379	(30)	337.09	366.40	(29.31)	96.59%	96.68%	-0.09%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	1,502	1,532	(30)	1,457.26	1,491.95	(34.69)	97.02%	97.39%	-0.36%	Total	1,503	1,532	(29)	1,469.32	1,504.54	(35.22)	97.76%	98.21%	-0.45%
OVHS										OVHS									
10-12	39	37	2	34.05	35.19	(1.14)	87.31%	95.11%	-7.80%	10-12	39	42	(3)	34.94	33.76	1.18	89.59%	80.38%	9.21%
OPIS										OPIS									
K-12	165	196	(31)	163.21	201.50	(38.29)	98.92%	102.81%	-3.89%	K-12	165	196	(31)	160.49	202.28	(41.79)	97.27%	103.20%	-5.94%
Other***	1	3	(2)	2.63	3.23	(0.60)				Other***	1	3	(2)	2.63	3.23	(0.60)			
Total	4,503	4,540	(37)	4,341.80	4,420.47	(78.67)	96.42%	97.37%	-0.95%	Total	4,504	4,546	(42)	4,386.01	4,451.45	(65.44)	97.38%	97.92%	-0.54%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 21, 2020
SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

INFORMATION

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

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

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

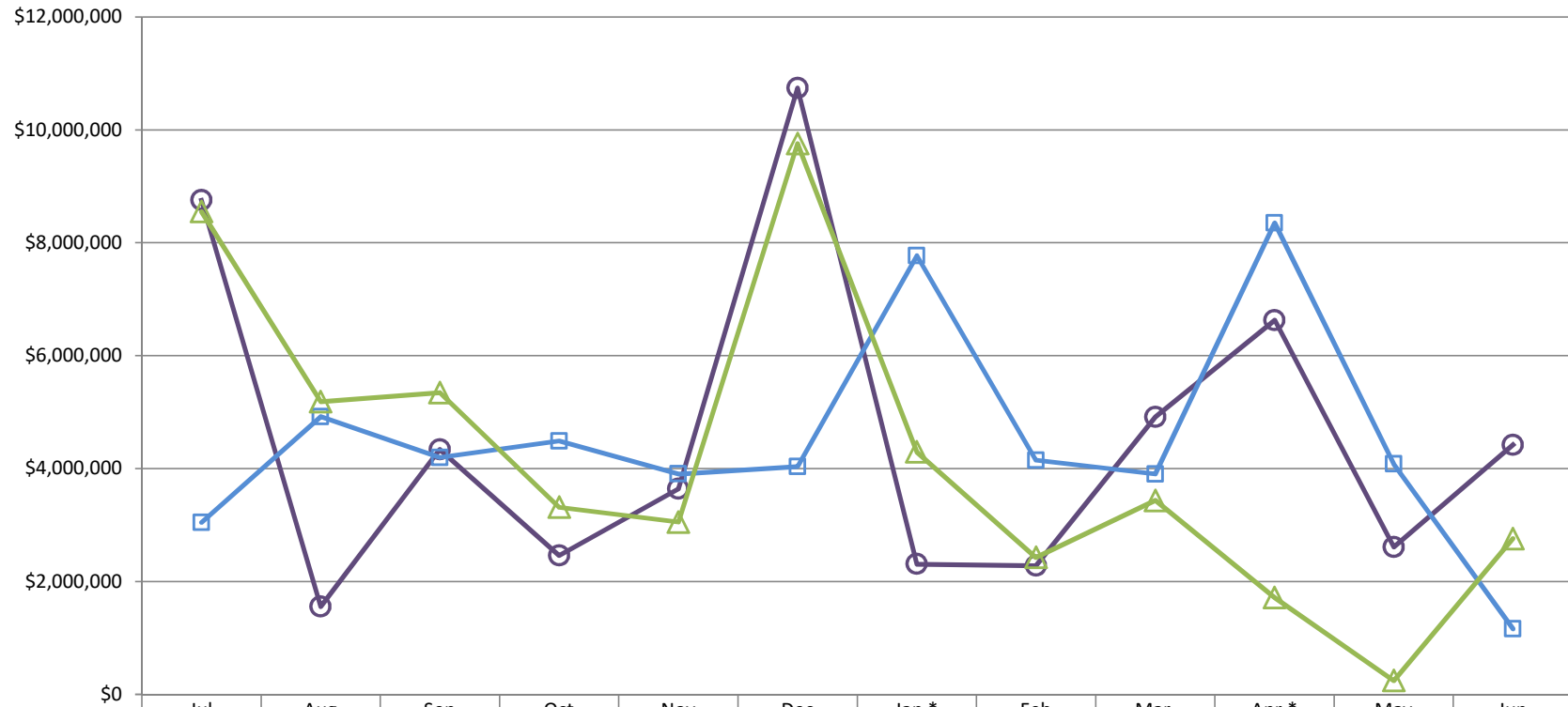
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2019-20 Budget															
Budget: 1st Interim															
Actuals through December 31, 2019															
	BEGINNING BALANCE BASED ON 2018-19 YEAR-END ACTUALS														
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$2,842,457	\$8,550,388	\$5,184,554	\$5,343,562	\$3,313,783	\$3,049,306	\$9,756,133	\$4,292,523	\$2,425,397	\$3,435,266	\$1,712,827	\$242,056		
B. RECEIPTS															
Revenue Limit Sources															
Principal Apportionment	8010-8019	1,021,475	1,021,475	3,672,956	1,838,654	1,838,654	3,672,957	1,838,654	1,842,583	3,573,567	1,842,583	1,842,583	3,573,569	0	27,579,710
Property Taxes	8020-8079	83,032	247	0	31,794	402,449	6,377,656	183,631	50	65,269	4,375,110	124,331	181,198	0	11,824,767
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	23,639	0	0	3,107	0	0	11,536	0	78,598	0	0	1,003,227	0	1,120,107
Other State Revenue	8300-8599	9,629	104,031	250,955	-297,473	196,295	299,652	0	0	0	126,796	138,343	583,023	0	1,411,250
Other Local Revenue	8600-8799	279,040	405,411	358,489	499,343	406,173	391,115	279,329	252,738	381,935	283,852	504,009	298,771	1	4,340,206
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	286,920	0	286,920
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,416,815	1,531,164	4,282,400	2,075,424	2,843,571	10,741,380	2,313,150	2,095,371	4,099,369	6,628,341	2,609,266	5,926,707	1	46,562,960
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	332,820	2,133,273	2,163,652	2,227,431	2,220,902	2,202,547	2,175,222	2,207,933	2,188,131	2,196,504	2,303,009	290,571	0	22,641,995
Classified Salaries	2000-2999	231,055	685,645	654,385	670,388	656,009	646,633	607,471	655,117	625,257	623,788	667,357	393,781	0	7,116,887
Employee Benefits	3000-3999	103,031	1,021,131	1,036,724	1,034,949	1,040,039	1,040,211	1,013,865	1,019,203	1,019,628	1,016,161	1,042,436	206,912	0	10,594,288
Books, Supplies	4000-4999	52,608	586,061	239,703	60,253	50,218	48,967	89,555	90,580	131,387	44,781	112,696	33,727	0	1,540,536
Services	5000-5999	128,464	808,025	281,514	596,542	205,777	226,093	464,869	331,924	190,260	476,875	170,360	352,028	0	4,232,730
Capital Outlay	6000-6599	0	0	93,708	31,373	7,613	5,206	-14,234	0	0	0	0	0	0	123,666
Other Outgo - Excess Costs	7000-7499	55,729	17,150	18,664	66,470	34,910	98,067	10,456	23,139	-2,127	-2,127	23,139	117,661	0	461,130
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	104,914	0	104,914
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		903,706	5,251,284	4,488,350	4,687,407	4,215,468	4,267,724	4,347,204	4,327,896	4,152,536	4,355,982	4,318,997	1,499,594	-1	46,816,146
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	111,346	23,216	54,645	383,258	796,611	0	-4,074	184,054	813,651	0	478	-1,507,863	0	855,322
Due From Other Funds	9310	0		16,520	0	0									
Prepaid Expenditures	9330	261													
Accounts Payable	9500	-2,141,786	331,070	293,792	198,946	310,809	233,171	187,018	181,344	249,386	-382,299	238,482	340,176	0	40,110
Unearned Revenues	9650	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Loans from Other Funds	9610	0		0	0	0	0	0	0	0	0	0	-745,105	0	(745,105)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	7,225,000	0	0	0	0	0	-3,612,500	0	0	-3,612,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		5,194,821	354,287	364,957	582,204	1,107,420	233,171	-3,429,556	365,399	1,063,037	-3,994,799	238,960	-1,912,792	0	150,327
E. NET INCREASE/DECREASE (B-C+D)		5,707,930	-3,365,833	159,008	-2,029,778	-264,477	6,706,827	-5,463,610	-1,867,126	1,009,870	-1,722,440	-1,470,771	2,514,321	2	(102,859)
F. ENDING CASH (A+E)		8,550,388	5,184,554	5,343,562	3,313,783	3,049,306	9,756,133	4,292,523	2,425,397	3,435,266	1,712,827	242,056	2,756,377	2	(102,859)
G. ENDING CASH, PLUS ACCRUALS														2,756,379	

OPUSD - Cashflow

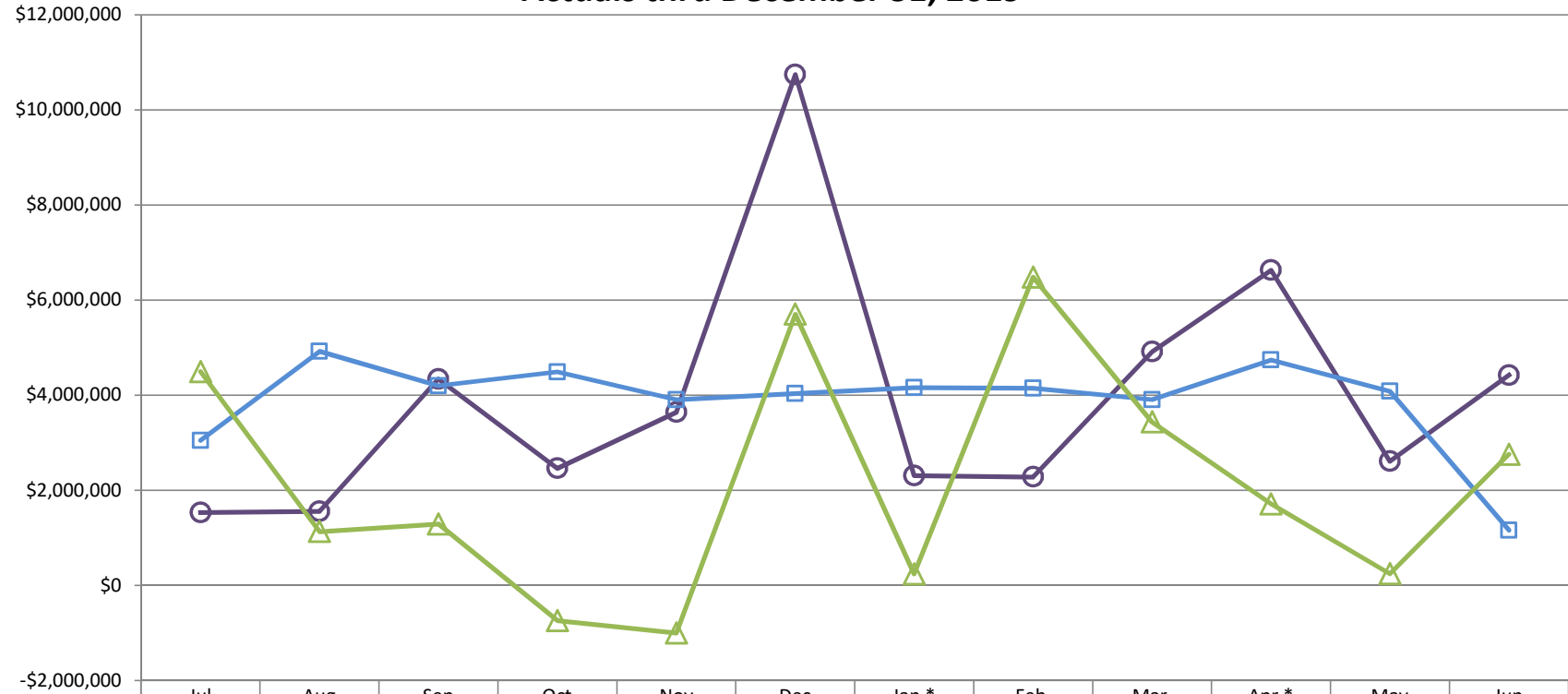
Actuals thru December 31, 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	8,753,161	1,554,380	4,337,045	2,458,682	3,640,182	10,741,380	2,309,076	2,279,426	4,913,020	6,628,341	2,609,744	4,418,844
Expense + AP	3,045,492	4,920,214	4,194,557	4,488,460	3,904,659	4,034,553	7,772,686	4,146,552	3,903,150	8,350,781	4,080,515	1,159,418
Cash Balance	8,550,388	5,184,554	5,343,562	3,313,783	3,049,306	9,756,133	4,292,523	2,425,397	3,435,266	1,712,827	242,056	2,756,377

* NOTE: **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$7,225,000.**
TRAN repayment included in Expense and Cash Balance lines: January \$3,612,500 and April \$3,612,500.

OPUSD - Cashflow without TRAN **Actuals thru December 31, 2019**



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,528,161	1,554,380	4,337,045	2,458,682	3,640,182	10,741,380	2,309,076	2,279,426	4,913,020	6,628,341	2,609,744	4,418,844
Expense + AP	3,045,492	4,920,214	4,194,557	4,488,460	3,904,659	4,034,553	4,160,186	4,146,552	3,903,150	4,738,281	4,080,515	1,159,418
Cash Balance	4,495,388	1,129,554	1,288,562	-741,217	-1,005,694	5,701,133	237,523	6,480,397	3,435,266	1,712,827	242,056	2,756,377

*** NOTE:** **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$7,225,000.**
TRAN repayment included in Expense and Cash Balance lines: January \$3,612,500 and April \$3,612,500.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: VII.3. MONTHLY MEASURE S BOND PROJECT STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through January 9, 2020?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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

Budget vs. Commitments and Expenditures

WARNING: (1) Budget Not Balanced (2) Unposted Changes (4) Cashflow Not positive

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management					-		-			
Measure S General 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	1,086,563	(20)	849,435	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	194,200	3,622	In Design	IN PROGRESS
Measure S General CM Services	462,811	-	-	462,811	465,505	(2,694)	465,505	-	In Design	IN PROGRESS
	1,762,706	313,029	-	2,075,735	2,025,270	50,465	1,766,251	259,019		
19-31S Security Raptor Software Districtwide					-		-			
19-31S Security Raptor Software Districtwide	45,710	-	-	45,710	-	45,710	-	-	In Construction	
	45,710	-	-	45,710	-	45,710	-	-		
Brookside Elementary School					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	587,917	-	1,336,774	1,326,177	10,596	1,267,069	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	398,515	3,250,235	325,755	72,760	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	10,640	560	Out for Bid	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	23,782	1,252	In Construction	
	4,547,181	546,467	-	5,093,647	1,832,816	3,260,831	1,699,136	133,680		
District Office					-		-			
19-17S District Office Emergency Generator	65,625	-	-	65,625	22,640	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	78,041	-	-	78,041	35,056	42,985	25,806	9,250		
District Wide					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	-	270,374	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	
	8,158,192	47,062	-	8,205,254	8,213,197	(7,943)	7,991,133	222,065		
King James Court					-		-			
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	15,700	-	-	15,700	15,700	-	15,700	-		
Medea Creek Middle School					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (4)	5,369,147	-	-	5,369,147	624,280	4,744,866	398,597	225,683	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
	7,750,275	98,598	-	7,848,874	3,175,827	4,673,047	2,930,542	245,285		
Oak Hills Elementary School					-		-			
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms	4,824,000	-	-	4,824,000	571,163	4,252,837	215,220	355,943	In Design	IN PROGRESS
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	97,812	-	-	97,812	99,555	(1,743)	99,555	-	In Close-Out	
19-13S OHES Fencing @ Park	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
	5,297,905	(5,747)	-	5,292,158	1,020,529	4,271,629	664,411	356,117		



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

Budget vs. Commitments and Expenditures

WARNING: (1) Budget Not Balanced (2) Unposted Changes (4) Cashflow Not positive

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Oak Hills Elementary School					-		-			
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	-	11,732	-	-	Future	
	11,732	-	-	11,732	-	11,732	-	-		
Oak Park High School					-		-			
19-19S Art Court Phase II	250,000	-	-	250,000	92,254	157,746	87,520	4,734	In Construction	
	250,000	-	-	250,000	92,254	157,746	87,520	4,734		
Oak Park High School					-		-			
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Construction	
19-27S Repair Wood Columns @ OPHS	19,655	-	-	19,655	-	19,655	-	-	In Construction	
	1,231,423	(211,302)	-	1,020,121	925,785	94,336	925,785	-		
Oak Park Neighborhood School					-		-			
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
	189,285	-	-	189,285	191,645	(2,360)	30,813	160,832		
Oak View High School					-		-			
Proj 19-26S Reno Bldg Ext at OVHS	175,000	-	-	175,000	-	175,000	-	-	Future	
	175,000	-	-	175,000	-	175,000	-	-		
Red Oak Elementary School					-		-			
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement	6,021,482	-	-	6,021,482	586,619	5,434,863	416,198	170,421	In Planning	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	-	-	148,440	130,400	18,040	130,400	-	In Construction	
19-16S ROES Phase 2 Safety/Security Fencing	75,873	-	-	75,873	69,315	6,558	69,315	-	In Close-Out	
	6,299,044	(4,981)	-	6,294,063	834,602	5,459,461	664,181	170,421		
TEC - Additional Security Cameras Districtwide Phase 4					-		-			
19-24S Additional Security Cameras DW Phase 4 (1)	37,842	-	-	37,842	38,029	(187)	-	38,029	Out for Bid	
	37,842	-	-	37,842	38,029	(187)	-	38,029		
TECH					-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	-	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	-	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	-	31,500	26,882	4,618	26,882	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	-	18,981	18,981	-	18,981	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	-	6,000	5,148	852	5,148	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	-	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgrm Grds 5-12	670,000	121,266	-	791,266	762,556	28,709	669,293	93,263	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2 (1) (2) (4)	243,400	-	7,935	251,335	251,335	(0)	251,335	-	In Design	BOARD APPROVED 6-4-19
	2,302,332	187,933	7,935	2,498,199	2,267,515	230,684	2,152,960	114,555		
Totals	38,152,368	971,058	7,935	39,131,361	20,668,225	18,463,136	18,954,239	1,713,987		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 21, 2020

SUBJECT: VII.4. MONTHLY GENERAL FUND BUDGET REPORT

INFORMATION

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

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

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2019/20 Through December 2019				
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
REVENUE DETAIL						
LCFF Revenue Sources						
8011-8019	LCFF State Aid	28,352,166.00	27,579,710.00	13,066,171.00	14,513,539.00	47.38%
8020-8079	Property Taxes	11,617,675.00	11,824,767.00	6,895,178.36	4,929,588.64	58.31%
	Total LCFF Revenue Sources	39,969,841.00	39,404,477.00	19,961,349.36	19,443,127.64	50.66%
Federal Revenues						
8100-8299	Federal Revenues	1,100,171.00	1,120,107.00	26,746.00	1,093,361.00	2.39%
Other State Revenues						
8300-8599	Other State Revenues	1,170,234.00	1,411,250.00	563,088.61	848,161.39	39.90%
Other Local Revenue						
8600-8799	Other Local Revenues	4,019,911.00	4,340,206.00	2,339,570.26	2,000,635.74	53.90%
	Total Year To Date Revenues	46,260,157.00	46,276,040.00	22,890,754.23	23,385,285.77	49.47%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	18,011,460.00	18,109,186.00	.00	9,077,734.84	9,031,451.16	50.13%
1160	Certificated Salaries Stipends	396,182.00	462,800.00	.00	151,731.50	311,068.50	32.79%
1200	Certificated Pupil Support Salaries	1,826,848.00	1,810,547.00	.00	915,939.98	894,607.02	50.59%
1260	Counselor Stipend	.00	.00	.00	.00	.00	0.00%
1300	Certificated Supervisors' & Administrators' Salaries	2,226,056.00	2,259,462.00	.00	1,135,219.03	1,124,242.97	50.24%
	Total Certificated Salaries	22,460,546.00	22,641,995.00	.00	11,280,625.35	11,361,369.65	49.82%
Classified Salaries							
2100	Classified Instructional Salaries	2,695,017.00	2,538,851.00	.00	1,267,075.76	1,271,775.24	49.91%
2200	Classified Support Salaries	1,699,399.00	1,687,537.00	.00	872,350.97	815,186.03	51.69%
2300	Classified Supervisors' & Administrators' Salaries	430,093.00	386,109.00	.00	219,338.87	166,770.13	56.81%
2400	Clerical, Technical, & Office Staff Salaries	1,928,427.00	1,936,015.00	.00	887,238.83	1,048,776.17	45.83%
2900	Other Classified Salaries	543,820.00	568,375.00	.00	298,111.52	270,263.48	52.45%
	Total Classified Salaries	7,296,756.00	7,116,887.00	.00	3,544,115.95	3,572,771.05	49.80%
Employee Benefits							
3100	State Teachers' Retirement System	3,679,833.00	3,809,250.00	.00	1,887,409.38	1,921,840.62	49.55%
3200	Public Employees' Retirement System	1,110,970.00	972,059.00	.00	484,786.39	487,272.61	49.87%
3400	Health & Welfare Benefits	4,470,925.00	4,539,463.00	.00	2,281,917.93	2,257,545.07	50.27%
3300-3900	All Other Statutory Costs	1,357,637.00	1,273,516.00	.00	621,969.38	651,546.62	48.84%
	Total Employee Benefits	10,619,365.00	10,594,288.00	.00	5,276,083.08	5,318,204.92	49.80%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	377,429.00	338,247.00	3,705.88	263,834.96	70,706.16	78.00%
4200	Other Books and Reference Material	22,883.00	86,678.00	11,887.47	33,296.44	41,494.09	38.41%
4300	Materials & Supplies	658,012.00	660,005.00	247,815.89	298,847.97	113,341.14	45.28%
4400	Noncapitalized Equipment	270,510.00	455,606.00	4,779.75	441,831.06	8,995.19	96.98%
	Total Books and Supplies	1,328,834.00	1,540,536.00	268,188.99	1,037,810.43	234,536.58	67.37%
Services and Other Operating Expenditures							
5200	Travel and Conference	126,231.00	207,195.00	21,390.16	74,877.73	110,927.11	36.14%
5300	Dues and Memberships	39,625.00	43,707.00	105.45	39,376.74	4,224.81	90.09%
5400	Insurance	266,842.00	403,653.00	.00	403,653.00	.00	100.00%

5500	Operations & Housekeeping Services	724,411.00	702,624.00	341,095.25	287,866.84	73,661.91	40.97%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	423,873.00	413,939.00	111,850.20	285,071.09	17,017.71	68.87%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,888,315.00	2,140,128.00	591,032.71	1,088,513.71	460,581.58	50.86%
5899	Legal Fees	192,346.00	192,346.00	168,308.12	24,037.88	.00	12.50%
5900	Telephone and Communications	121,669.00	129,138.00	60,990.26	43,017.05	25,130.69	33.31%
Total Services and Other Operating Expenditures		3,783,312.00	4,232,730.00	1,294,772.15	2,246,414.04	691,543.81	53.07%
Capital Outlay							
6000	Capital Outlay	310,542.00	123,666.00	86.24	137,900.03	14,320.27-	111.51%
Tuition							
7100	Tuition	367,703.00	383,527.00	.00	248,026.68	135,500.32	64.67%
Debt Service							
7438	Debt Service - Interest	18,373.00	18,373.00	7,321.85	7,321.84	3,729.31	39.85%
7439	Debt Service - Principal	59,230.00	59,230.00	21,713.79	35,640.69	1,875.52	60.17%
Total Debt Service		77,603.00	77,603.00	29,035.64	42,962.53	5,604.83	55.36%
Total Year To Date Expenditures		46,244,661.00	46,711,232.00	1,592,083.02	23,813,938.09	21,305,210.89	50.98%

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING SOURCES									
Other Financing Sources									
8919	Other Authorized Interfund Transfer In	.00	286,920.00	.00	.00	.00	286,920.00	.00	0.00%
Total Other Financing Sources		.00	286,920.00	.00	.00	.00	286,920.00	.00	0.00%
Total Year To Date Other Financing Sources		.00	286,920.00	.00	.00	.00	286,920.00	.00	0.00%

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

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	46,260,157.00	46,276,040.00		22,890,754.23	23,385,285.77	49.47%
	B. Expenditures	46,244,661.00	46,711,232.00	1,592,083.02	23,813,938.09	21,305,210.89	50.98%
	C. Subtotal (Revenues LESS Expense)	15,496.00	435,192.00-		923,183.86-	2,080,074.88	
	D. Other Financing Sources & Uses						
	Source	.00	286,920.00		.00	286,920.00	0.00%
	LESS Uses	104,914.00	104,914.00		.00	104,914.00	0.00%
	E. Net Change in Fund Balance	89,418.00-	253,186.00-		923,183.86-	2,262,080.88	
	F. Fund Balance						
	Beginning Balance (9791)	878,078.00	671,656.00		671,661.36		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	878,078.00	671,656.00		671,661.36		
	G. Calculated Ending Balance	788,660.00	418,470.00		251,522.50-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	788,660.00	418,470.00				
	Other				1,592,083.02		