

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #1037

**DATE:** June 22, 2021

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

*Pursuant to Governor Newsom's Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting. The meeting will be conducted via teleconference/video conference, with Board and some staff members attending in person. **Board Meeting room will be closed to the public.** Members of the public will have the right to observe the meeting using this link: [www.opusd.org/livestream](http://www.opusd.org/livestream). Public Comments may be submitted prior to the meeting on items on the agenda and within the subject matter jurisdiction of the board at [www.opusd.org/PublicComments](http://www.opusd.org/PublicComments) before 6:00 pm. During the meetings Public comments may be submitted on matters related to an agenda item via email. Further details on how to submit public comments are provided on Page 2&3 of this agenda.*

**TIME:** **4:30 p.m. Closed Session – NOTE Earlier Start Time**  
**6:00 p.m. Open Session**

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

**BOARD OF EDUCATION**

**Allen Rosen, President**  
**Drew Hazelton, Vice President**  
**Derek Ross, Clerk**  
**Denise Helfstein, Member**  
**Tina Wang, Member**  
**Charlotte Robertson, Student Board Member**



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

**Dr. Anthony W. Knight, Superintendent**  
**Ragini Aggarwal, Executive Assistant and Communications Coordinator**  
**Adam Rauch, Assistant Superintendent, Business & Administrative Services**  
**Stewart McGugan, Assistant Superintendent, Human Resources**  
**Dr. Jay Greenlinger, Director Curriculum and Instruction**  
**Enoch Kwok, Director, Educational Technology & Information Systems**  
**Susan Roberts, Director, Pupil Services**  
**Brendan Callahan, Director Bond Program, Sustainability, Maintenance and Operations**  
**Sara Ahl, Director Extended Care Programs**

6/18/2021

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

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

PURSUANT TO EXECUTIVE ORDER N-29-20, **THE BOARD MEETING ROOM IS CLOSED TO THE PUBLIC.** TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

The following information is provided to help with understanding on how to follow and participate in the Board meeting electronically.

Board Meeting Room is closed to the Public at this time. Members of the Public can observe the Board of Education meetings streaming live at: [www.opusd.org/livestream](http://www.opusd.org/livestream)

**Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing the Board of Education in connection with one or more agenda or non-agenda items.**

**Public comments may be provided using one of the following options:**

**SUBMIT PUBLIC COMMENTS IN ADVANCE OF THE MEETING VIA THE ONLINE COMMENT FORM**

Public Comments may be submitted via this link [www.opusd.org/PublicComments](http://www.opusd.org/PublicComments). If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction, please submit your comment via the form accessed by the above link before 6:00 p.m. on June 22, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. If your comment is on a non-agenda item but within the subject matter jurisdiction of the Board the comment will be read aloud at the beginning of the meeting. If the comment is on a specific Agenda Item, the comment will be read at the time the item is called.

**This public comment form will be open to members of the public 3 hours (at 1:30 pm) prior to the closed session of the public meeting which begins at 4:30 pm and will close at 6:00 pm.** This form will take the place of the "yellow speaker cards" available at in-person meetings.

The President of the Board will inquire if there are any public comments with respect to any item appearing on the regular meeting agenda, or on any issue within the jurisdiction of the Governing Board. Individual speakers will be allowed three minutes or 250 words to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, every effort will be made to read your comment into the record. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant and Communications Coordinator at [raggarwal@opusd.org](mailto:raggarwal@opusd.org) who will receive and submit the public comments in open session.

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

6/18/2021

### **E-MAIL PUBLIC COMMENTS DURING THE MEETING TO BE READ ALOUD**

After the form has closed and the meeting has started members of the public have the opportunity to submit a comment on a specific item on the agenda before it is heard or as it is being heard. Please submit your comment, limited to 250 words or less, to Ragini Aggarwal, Executive Assistant to the Superintendent and Communications Coordinator at [raggarwal@opusd.org](mailto:raggarwal@opusd.org). Please include in the Subject Line of your e-mail both the Agenda item number (e.g., Item No. B.2.a) and if you would like your name to be read aloud. An email confirmation will be sent to you asking if you wish the comment to be "Read at the Meeting". **Once you confirm via return email the comment will be shared with the Board at the discretion of the Board President, if time allows, your comment may be read aloud as long as the item is still under discussion.**

All comments received before and during the meeting will be shared with the board and become part of the record of public comments for that meeting and will be posted along with the Agenda on our website after the meeting.

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

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

### **NEXT MEETING-Regular Meeting**

**Tuesday, August 17, 2021**

**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 OPUSD WEBSITE:** <https://www.oakparkusd.org/Page/9952>

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### **LAND ACKNOWLEDGEMENT STATEMENT**

Approved by the Board of Education on May 18, 2021

*The Oak Park Unified School District acknowledges the original inhabitants of the land that our school district encompasses. The land that our schools and facilities rest on has been the home to the Ventureño Chumash indigenous communities for at least the last 13,000 years. Please join us in honoring these ancestral grounds by expressing gratitude for the people who stewarded this land throughout the generations and continue to do so. We also celebrate the resilience and strength that all Indigenous people have shown and continue to show in our region and beyond in the face of systemic injustice.*

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #1037  
June 22, 2021**

**CALL TO ORDER – Followed by Public Comments/4:30 p.m.**

**CLOSED SESSION: 4:30 p.m. – NOTE Earlier Start time**

**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. Pursuant to Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting and the board room will be closed for members of the public and public can participate and observe the meeting as outlined on pages 2&3 of this Agenda.

**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:**

- 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- 2. PUBLIC EMPLOYEE EMPLOYMENT:** Extended School Year (ESY) Instructional Assistants II Special Education, ESY Instructional Assistants III Behavior, ESY Behavior Specialist, Walk-On-Coaches, Accounting Assistant II Substitute, Health Services Technician Summer Programs, Office Managers Summer Program, Summer School Campus Supervisors, Summer School Site Leader, Summer School Custodians, College and Career Technician – Part-time, Extended Care Site Leader – Medea Creek Middle School, Instructional Assistants I Literacy and Numeracy, Instructional Assistants I Literacy/Reading, Instructional Assistants II – Special Education, Summer School Instructional Assistant II – Special Education, Campus Supervisor, Health Services Technician, Instructional Assistants II – Special Education, Instructional Assistant II – Special Education Substitute, Instructional Assistants III Behavior, Social Emotional Specialist, Elementary Teachers, Secondary Counselor – Oak Park High School, Teacher on Special Assignment – Technology, Lead Teacher on Special Assignment Technology, Math/Science Teacher – Oak View High School, ESY Nurse, ESY Elementary Teachers, ESY Speech Language Teacher, Summer School Remediation Teachers, Dean of Students, Medea Creek Middle School, Principal, Brookside Elementary School, Principal, Oak Park High School
- 3. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2):  
one case
- 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Title: Principals, Directors

## 5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

New Superintendent Goals Setting Discussion

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

### VI. OPEN COMMUNICATIONS/PRESENTATIONS

#### A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Recognition to the Oak Park High School Girls Golf Team – 2020-2021 League and CIF Division 3 Champions
2. Presentation of Recognition to the Oak Park High School Track Athletes – Individual and Team League Champions and CIF Division 3 Girls 100 meters Champion
3. Remarks from Board Members
4. Remarks from Superintendent
5. 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 Regular Board Meeting May 18, 2021 and Special Meeting held on June 15, 2021](#)

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

b. [Approve Public Employee/Employment Changes 01CL25018-01CL25116 & 01CE10776-01CE10886](#)

*Pursuant to Board Policies 4112 and 4212 Board approval is required for public employee employment and changes*

c. [Ratify Purchase Orders - May 1 – May 31, 2021](#)

*Board Policy 3300 requires Board approval of Purchase Orders*

d. [Approve Clinical Education Internship Agreement with School of Health Professions with University of Alabama at Birmingham](#)

*Board policy 4112.21 permits the District to provide instruction and supervision appropriate for the student intern's level of preparation and continued learning for clinical education*

e. [Approve Renewal Agreement with Ventura County Office of Education For 2021-2022 Escape Financial and Payroll/Personnel System Services](#)

*Board Policy 3312 requires Board approval for contracts for services, VCOE provides data processing including hosting the financial and payroll personnel system*

f. [Approve Resolution No. 2021-09, Appropriation and Budgeted Transfers Fiscal Year 2021-2022](#)

*Resolution authorizes transfers of budget appropriations and budgeted transfer of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another*

**g. Approve Resolution No. 2021-10, Temporary Loans Between District Funds for Fiscal Year 2021-2022**

*Resolution authorizes temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenue*

**h. Approve Resolution No. 2021-11, Year End Budget and Interfund Transfers for Fiscal Year 2020-2021**

*Resolution authorizes Director of Fiscal Services to make any and all necessary budget transfers as required permitting the payment of obligations incurred by the District for the fiscal year ending June 30, 2021*

**i. Approve Resolution No. 2021-12, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2021**

*Education Code Sections 45032/45162 provide that salaries can be set at any time during the year. This does not permit retroactivity. If the governing board declares in advance of the new fiscal year that compensation for certain categories of employees to be indefinite, such action will suffice to permit retroactive compensation payments back to the beginning of the fiscal year.*

**j. Approve California School Board Association Membership Dues (\$9,475) and Education Alliance Membership Dues (\$2,369) and Gamut Online Policy Services (\$2,810)**

*Board approval required for membership dues and Board Policy 3312 requires Board approval for contract of services*

**k. Approve Facility Use by Religious Organization**

*Administrative Regulation 1330 requires Board approval for facility use agreements with religious organizations.*

**l. Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books**

*Education Code 60510 requires Board approval is to dispose of obsolete or surplus instructional materials*

**m. Approve Notice of Completion for Measure S Project 21-02S Entry Sign at Medea Creek Middle School**

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

**ACTION**

**2. BUSINESS SERVICES**

**a. Accept Oak Park Citizens' Oversight Committee 2020 Annual Reports for Measures C6, R, and S**

*Education Code 15278 requires the establishment of a Board appointed citizens' oversight committee to review and inform the public concerning the expenditure of bond revenues*

**b. Approve the 2021-2022 Oak Park Unified School District Local Control and Accountability Plan**

*Education Code 52062 requires annual Board approval of Local Control Accountability Plan*

**c. Approve the 2021-2022 Oak Park Unified School District Annual Budget**

*Education Codes 42103 and 42127 require annual approval of school district budget as the same meeting after the Board approves the LCAP*

**d. Approve 2021-2022 Employee Health Benefit Plans**

*Board policy 3312 requires Board approval for contract for services. The District contracts with California Value Trust for Health Benefits services for eligible employees*

**e. Approve Interdistrict Transfer Memorandum of Understanding with Ventura County Districts**

*Board approval required for Memoranda of Understanding with other district in Ventura County to accept and release students on interdistrict permit.*

**f. Accept 2019-2020 Audit Reports for Auxiliary Organizations Oak Park Athletic Booster Club and Oak Park Performing Arts Alliance**

*Annually on a rotating basis two of the 10 auxiliary organizations are audited by the district auditors, to ensure transparency and oversight*

**g. Approve Resolution No. 2021-13 Authorizing the Establishment of Fund 08 as Associated Student Body Fund**

*Per Education Code 48933 the funds from this account shall be expended subject to such procedure as may be established by the student body organization*

**h. Approve Acceptance of Donation**

*Board approval required to accept donation made to the District or District Schools*

**3. CURRICULUM AND INSTRUCTION**

**a. Approve Instructional Materials for Expository Reading and Writing Course at Oak View High School**

*Board approval required for additional instructional materials*

**b. Approve Ventura County Plan for Expelled Pupils Triennial Update**

*Education Code 48926 requires a county office of education to develop a plan for expelled students in collaboration with districts within the county. This is the 8<sup>th</sup> triennial update of the plan*

**c. Approve 2021-2022 School Handbooks/Discipline Plans**

*Board approval required for changes to school handbook/discipline plan*

**d. Approve Submitting of Consolidated Application for Categorical Aid Programs – 2021-2022**

*Board approval required to authorize the filing of the Application for Funding for programs funded through the CDE's 2021/2022 Consolidated Application and Reporting System (CARS)*

**4. HUMAN RESOURCES**

**a. Establish New Classified Service Position – Instructional Assistant III Art and approve Job Description and Placement on Salary Schedule**

*Board approval required for a new classified position for Art at Elementary Schools*

**b. Establish New Classified Service Position – Instructional Assistant III Music and approve Job Description and Placement on Salary Schedule**

*Board approval required for a new classified position for Music at Elementary Schools*

**c. Establish New Classified Service Position – Department Secretary – Student Nutrition Program and approve Job Description and Placement on Salary Schedule**

*Board approval required for a new classified position for the Student Nutrition Program*

**d. Approve Revised Number of Workdays for the Classified Position of Office Manager I**

*Board approval required for adding days to the classified position, Office Manager I*

**e. Approve Revised Number of Workdays for the Classified Positions of Cook and Food Services Manager**

*Board approval required for adding days to the classified position of Cook and Food Services Manager*

**f. Approve Memorandum of Understanding with Oak Park Classified Association to Reclassify Grade Levels Instructional Assistants to Literacy and Numeracy Assistants**

*Board approval required for Memoranda of Understanding with collective bargaining unit*

**g. Approve Memorandum of Understanding with Oak Park Teachers Association Regarding Summer School Remediation and Extended School Year Services**

*Board approval required for Memoranda of Understanding with collective bargaining unit*

**h. Public Hearing and Approval of the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Classified Association**

*Board Policy 4143.1/4243.1 and Government Code 3547 requires public disclosure of all initial contract proposals between the District and the employee organizations*

**5. BOARD**

**a. Approve Certification of Signatures for 2021-2022 School Year**

*Education Code 42632 and 42633 require that a statement of authorized agent(s) along with a verified signature must be filed at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign order, checks, contracts,*

**b. Review and Discuss Progress on 2020-2021 District Goals**

*Board approved the District Goals for 2020-2021 school year at their October Meeting, at this meeting staff will provide an update on the progress towards these goals*

**6. BOARD POLICIES**

**a. Approve Amendment to Board Policy 4140/4240/4340 Bargaining Units**

*Board Policy updated to reflect Public Employment Relations Board decisions regarding the wearing of union buttons, clarify material regarding employees in management, senior management, and confidential positions, divide material regarding "Access to Employee Orientations" and "Access to Employee Contact Information," and add section on "Communications with Employees" with material formerly in AR 4119.25/4219.25/4319.25 - Political Activities of Employees.*

**b. Approve Amendment to Board Policy and Administrative Regulation 5126 Awards for Achievement**

*Board Policy updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Regulation updated to add eligibility criteria for the Golden State Seal Merit Diploma which had been removed while the criteria were in flux. Regulation also adds eligibility criteria for the State Seal of Biliteracy and reflects NEW LAW (SB 98, 2020) which authorizes the Superintendent of Public Instruction to provide alternative criteria for students on track to graduate in 2020 or 2021 who were not able to take the English Language Proficiency Assessments for California or who did not receive a letter grade in English language arts due to COVID-19, and waives the requirement to take the California Assessment of Student Performance and Progress for students who were not able to take the exam. New section on "State Seal of Civic Engagement" includes eligibility criteria, clarifies that the state criteria establish a framework for the development of qualifications based on local contexts, and adds material regarding the provision of insignias.*

**c. Approve Amendment to Board Policy 6146.1 High School Graduation Requirements**

*Board Policy updated to add material regarding the provision of credits towards community service hours for completion of a course in community emergency response training, and reflect NEW LAW (AB 1350, 2020) which authorizes districts to award a retroactive diploma to students who were in good standing and on track to graduate at the end of the 2019-2020 school year but were unable to complete the statewide graduation requirements due to COVID-19.*

**d. Approve Amendment to Board Policy, Administrative Regulation and Exhibit 6146.2 Certificate of Proficiency/High School Equivalency**

*Board Policy updated to clarify the distinction between a certificate of proficiency and a high school equivalency certificate. Policy also reflects that there is a fee for these tests which is waived for homeless or foster youth under 25 years of age who meet all other registration*



requirements and submit certification of homeless or foster youth status. Regulation updated to reflect NEW LAW (SB 820, 2020) which requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester, add the requirement that districts develop a consent form that may be used by persons receiving a certificate of proficiency to be exempted from compulsory school attendance, and reflect the two tests currently approved by the State Board of Education for the purpose of attaining a California High School Equivalency Certificate (the General Educational Development test and the High School Equivalency Test). New exhibit presents a sample consent form to be used by students who receive a certificate of proficiency, and their parents/guardians if the student is under 18 years of age, for the purpose of requesting an exemption from compulsory school attendance for the student.

e. **Approve Amendment to Board Policy and Administrative Regulation 6020 Parental Involvement**

Board Policy updated to reflect the requirements to work with parents/guardians and family members to jointly develop the district's parent involvement policy and to include strategies for family engagement in the local control and accountability plan (LCAP). For districts that receive federal Title IV funding for family engagement programs, policy adds the requirement to inform parents/guardians and organizations of the existence of the program. Policy also contains material formerly in the AR regarding the inclusion of the Title I local educational agency plan into the LCAP and the distribution of the district and school-level parent involvement policies. Regulation updated to revise the section on "District Strategies for Title I Schools," including moving and adding strategies under item #2 to reflect means by which the district may provide coordination, technical assistance, and other support to build school capacity for parent involvement activities, and adding strategies under item #5 to reflect means by which the district may use evaluation findings to design evidence-based strategies for more effective parent/guardian and family involvement. Section on "School-Level Strategies for Title I Schools" revises item #7 to include strategies formerly in section on "District Strategies for Title I Schools." Minor changes made throughout section on "District Strategies for Non-Title I Schools" to more directly reflect law.

## **VII. INFORMATION ITEMS**

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

## **VIII. OPEN DISCUSSION**

- 1. Select Date of Special Board Meeting Board Retreat**

## **IX. ADJOURNMENT:**

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